

ADMINISTRATION SECTION

- Maintenance of personal files (Transfer & Joining etc) of NGO's & Class – IV employees including Time-Scale & Daily-Wage employees.
- Maintenance of Files regarding Regular, Contractual Lecturers & Part Time Lecturers.
- Correspondence with Departments, University Authorities, Government and Miscellaneous.

Cadre	Male					Female					Total (M+F)
	OC	BC	SC	ST	Total	OC	BC	SC	ST	Total	
Gazetted Officers		01			01						01+00
NGO's	01	13	02		16	01				01	16+01
Class-IV		02	02	01	05						05+00
Contribution Pensioners											
Time Scale											
Daily Wage		01	01		02						02+00
Others							01			01	00+01
Total	01	17	05	01	24	01	01			02	24+02