

SCHEDULE V

Minimum essential non-teaching Staff required for the college

Serial number	Category of staff	Minimum of staff required (intake capacity wise)				Available Staff	Deficient
		60	100	150	200		
Information technology cell including digital library							
1.	Information Technology Officer (Bachelor of Technology or Bachelor of Engineering in Computer Science or Master of Computer Application/Graduation in computer sciences/BCA/BSc/ Diploma in Computer Applications/Science/IT with 2 years experience)	1	1	1	1	1	
2.	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	1	
3.	Multi-tasking staff	1	1	2	2	1	
Administrative section							
4.	Personal Assistant or Personal Secretary to Principal (Graduation knowledge of Computer sciences with short hand skill preferably)	1	1	1	1	2	
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	1	
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	1	
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	1	
8.	Clerk for account section	2	2	2	2	1	
9.	Multi-tasking staff	4	4	5	5	1	
Central library							
10.	Librarian (Master of Library Science (M. Lib) degree or a Bachelor of Library Science (B.Lib) degree accompanied by 3 years of relevant work experience)	1	1	1	1	1	
11.	Assistant Librarian (Bachelor of Library and Information Science)	1	2	3	4	1	
12.	Library Attendant/Multi-tasking staff (minimum 10 th standard pass)	2	2	2	2	1	
Yogya-Clinical Skill or Simulation laboratory							
13.	In-charge – Additional charge can be assigned to any teaching faculty					1	
14.	Multi-tasking staff	1	1	2	2	1	
Human resource development cell							
15.	In-charge (Assign this post as an additional charge to the Administrative Officer or additional charge to any teaching faculty / non-teaching staff (Graduate))					1	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	1	
17.	Multi-tasking staff	1	1	2	2	2	
Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional)							
Ayurveda Samhita Siddhant							
18.	Multi-tasking staff	1	1	2	2	1	
Rachana Sharira							
19.	Cadaver lifter	1	1	1	1	1	
20.	Attendant cum museum keeper	1	1	2	3	1	
Kriya Sharira							
21.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	1	

22.	LabAttendant(minimum10 th Standardpass)	1	1	2	3	1	
DravyagunaincludingHerbalGarden							
23.	Pharmacognosist (B. Pharma/B. Pharma Ayurveda / BSc. Biology)	1	1	1	2	1	
24.	LabAttendant(minimum10 th standard)	1	1	2	3	1	
25.	Gardener	1	1	2	2	1	
RasashastraandBhaishajyakalpanaincludingteachingpharmacy							
26.	Instructor / Analytical Chemist (B. Pharma /B.Pharm (Ay) or D. Pharma /D.Pharm (Ay) with a minimum of three years of work experience)	1	1	1	2	1	
27.	LabAttendantcumMuseumKeeper(Minimum 10 th standardpass)	1	1	2	2	1	
QualityControlLaboratory (if available)							
28.	AnalyticalChemist(BachelorofPharmacy or BachelorofPharmacyin Ayurveda)	1	1	1	2	1	
29.	Clerk(graduatewithcomputerknowledge)	1	1	2	2	1	
30.	LabAttendant(Minimum10 th standardpass)	1	1	2	2	1	
RogaNidanaandVikriti Vijnana							
31.	Lab Technician Diplomain Medical Laboratory Technology(DMLT)	1	1	1	2	1	
32.	LabAttendantcumMuseumKeeper(Minimum 10 th standard)	1	1	2	2	1	
AgadaTantra							
33.	Lab Technician (12 th standar dpassed with Chemistry)	1	1	1	2		
34.	LabAttendantcumMuseumkeeper	1	1	2	2	1	
Swasthavrittaand Yoga							
35.	Lab Technician (12 th standard passed with science)	1	1	1	2	1	
36.	LabAttendantcumMuseumKeeper(minimum 10 th standardpassed)	1	1	2	2	1	
37.	Yoga Instructor (Bachelor of Naturopathy and Yogic Sciences / Master of Science in Yoga/ / Bachelor of Science in Yoga or Diploma in Yoga with a minimum of three years of work experience (applicable only for Diploma holders)	2 (1 Male and 1 Female)	2 (1 Male and 1 Female)	2 (1 Male and 1 Female)	2 (1 Male and 1 Female)	1	
Kayachikitsa							
38.	Multi-taskingstaff	1	1	1	1	1	
Panchakarma							
39.	Multi-taskingstaff	1	1	1	1	1	
ShalyaTantra							
40.	Multi-taskingstaff	1	1	1	1	1	
Shalakyatantra							
41.	Multi-taskingstaff	1	1	1	1	1	
PrasutiandStreeroga							
42.	Multi-taskingstaff	1	1	1	1	1	
Kaumarabhritya							
43.	Multi-taskingstaff	1	1	1	1	1	
InternalQualityAssuranceCell							
44.	Coordinator:GraduationwithMBAinQuality Managementortrainedforqualitymanagement or Assign additional charge to any teaching faculty in the absence of candidates possessing the qualifications specified by the regulation or schedule	1	1	1	1	1	
45.	Clerk(graduatewithcomputerknowledge) (1 clerk shared for HRD for all Committees)	1	1	1	1	1	

46.	Multi-taskingstaff	1	1	1	1	1	
Coandextra-Curricularactivities							
47.	PhysicalEducationInstructor – Part time (Bachelor's degree in Physical Education / Master's degree in sciences in Marma and sports Medicine)	1	1	2	2	1	
48.	Multi-taskingstaff	1	1	2	2	1	
Studentsupportcareerguidanceandplacementcell							
49.	Councilorforcounselling(parttime)	1	1	1	1		
Maintenance cell (Common Facility)							
50.	SiteEngineer(BachelorofEngineeringor Bachelor of Technology preferably in civil)	1	1	1	1	1	
51.	Electrician	1	1	1	1	1	
52.	Plumber	1	1	1	1	1	
53.	Carpenter	1	1	1	1	1	
54.	Multi-taskingstaff	1	1	2	2	1	
Store(College)							
55.	Clerk(graduatewithcomputerknowledge)	1	1	2	2	1	
56.	Multi-taskingstaff	1	1	2	2	1	
Note: Services of electrician, plumber, gardener, attendantorpeon,maintenancestaff,Multi-taskingstaffandthelike may be obtained by out sourcing.							



[Handwritten Signature]

PRINCIPAL

Jupiter Ayurved Medical College
Nagpur