

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	Deficiency
		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	01	
2	Information Technology Assistant (Bachelor of Science in Computer Application or diploma in Computer Science)	1	1	1	1	01	
3	Multi-tasking staff	1	1	2	2	01	
Administrative section							
4.	Personal Assistant or Personal Secretary to Principal (Graduation knowledge of Computer sciences with short hand skill preferably)	1	1	1	1	01	
5.	Office Superintendent (graduation with five years of administrative experience)	1	1	1	1	01	
6.	Clerical Staff (graduation with computer knowledge)	4	4	4	4	04	
7.	Accountants (Bachelor of Commerce or Master of Commerce with computer knowledge)	1	1	2	2	01	
8.	Clerk for account section	2	2	2	2	02	
9.	Multi-tasking staff	4	4	5	5	04	
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	01	
11.	Assistant Librarian (Bachelor of Library and Information Science)	1	2	3	4	02	
12.	Library Attendant/Multitasking staff (minimum 10 th standard pass)	2	2	2	2	02	
Yogya - Clinical Skill or Simulation laboratory							
13.	In-charge – Additional charge can be assigned to any teaching faculty					01	
14.	Multi-tasking staff	1	1	2	2	01	
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)					01	
16.	Clerk (graduation with computer knowledge)	1	1	1	1	01	
17.	Multi-tasking staff	1	1	2	2	01	
Note :- Total three clerks shall be required for all 14 Teaching Departments (for all slabs and one for each Professional)							
Ayurveda Samhita Siddhant							

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18.	Multi-tasking staff	1	1	2	2	01	
Rachana Sharira							
19.	Cadaver lifter	1	1	1	1	01	
20.	Attendant cum museum keeper	1	1	2	3	01	
Kriya Sharira							
21.	Lab Technician (diploma in Medical Laboratory Technology)	1	1	2	2	01	
22.	Lab Attendant (minimum 10 th Standard pass)	1	1	2	3	01	
Dravyaguna including Herbal Garden							
23.	Pharmacognosist (B. Pharma/B. Pharma Ayurveda / BSc. Biology)	1	1	1	2	--	
24.	Lab Attendant (minimum 10 th standard)	1	1	2	3	--	
25.	Gardener	1	1	2	2	01	
Rasashastra and Bhaishajyakalpana including teaching pharmacy							
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	--	
27.	Lab Attendant cum Museum Keeper (Minimum 10 th standard pass)	1	1	2	2	--	
Quality Control Laboratory (if available)							
28.	Analytical Chemist (Bachelor of Pharmacy or Bachelor of Pharmacy in Ayurveda)	1	1	1	2	--	
29.	Clerk (graduate with computer knowledge)	1	1	2	2	--	
30.	Lab Attendant (Minimum 10 th standard pass)	1	1	2	2	--	
Roga Nidana and Vikriti Vijnana							
31.	Lab Technician Diploma in Medical Laboratory Technology (DMLT)	1	1	1	2	--	
32.	Lab Attendant cum Museum Keeper (Minimum 10 th standard)	1	1	2	2	--	
Agada Tantra							
33.	Lab Technician (12 th standard passed with Chemistry)	1	1	1	2	--	
34.	Lab Attendant cum Museum keeper	1	1	2	2	--	
Swasthavritta and Yoga							
35.	Lab Technician (12 th standard passed with science)	1	1	1	2	--	
36.	Lab Attendant cum Museum Keeper (minimum 10 th standard passed)	1	1	2	2	--	
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)	01	
Kayachikitsa							
38.	Multi-tasking staff	1	1	1	1	--	
Panchakarma							
39.	Multi-tasking staff	1	1	1	1	--	
Shalya Tantra							

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40.	Multi-tasking staff	1	1	1	1	--	
Shalaky Tantra							
41.	Multi-tasking staff	1	1	1	1	--	
Prasuti and Streeroga							
42.	Multi-tasking staff	1	1	1	1	--	
Kaumarabhritya							
43.	Multi-tasking staff	1	1	1	1	--	
Internal Quality Assurance Cell							
44.	Coordinator: Graduation with MBA in Quality Management or trained for quality management 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	--	
45.	Clerk (graduate with computer knowledge) (1 clerk shared for HRD for all Committees)	1	1	1	1	--	
46.	Multi-tasking staff	1	1	1	1	--	
Co and extra-Curricular activities							
47.	Physical Education Instructor – Part time (Bachelor's degree in Physical Education / Master's degree in sciences in Marma and sports Medicine)	1	1	2	2	01	
48.	Multi-tasking staff	1	1	2	2	01	
Student support career guidance and placement cell							
49.	Councilor for counselling (part time)	1	1	1	1	01	
Maintenance cell (Common Facility)							
50.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	1	1	1	1	01	
51.	Electrician	1	1	1	1	01	
52.	Plumber	1	1	1	1	01	
53.	Carpenter	1	1	1	1	01	
54.	Multi-tasking staff	1	1	2	2	01	
Store (College)							
55.	Clerk (graduate with computer knowledge)	1	1	2	2	01	
56.	Multi-tasking staff	1	1	2	2	01	
Note: Services of electrician, plumber, gardener, attendant or peon, maintenance staff, Multi-tasking staff and the like may be obtained by out sourcing.							


Principal
Shree Samartha Ayurvedic
Medical College, Ridhora,
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