

UNIVERSITY OF AGRICULTURAL SCIENCES

Administrative Office, GKVK, Bangalore – 560 065

Date: 15-09-2015

Staff position of the Administrative Office, UAS, GKVK, Bengaluru

Sl. No.	Name	Designation	Duties	Pay Scale	Telephone No.
1.	Dr.M.S.Nataraju	Administrative Officer	Recruitment & Appointments of Officers, Service Personnel and Teachers. Serve as Administrative Assistant to the Vice-Chancellor.	Rs.40,050-55,200	23332521
2.	Mr.S.Naga	Deputy Administrative Officer	Supervision of Recruitment, Establishment Sections and monitoring overall activities of the Administrative Office.	Rs.36,300-53,850	23330153 Extn. 255
3.	Smt.B.Padma Chandra	Assistant Administrative Officer	Supervision of Teaching Establishment Section and any other work assigned by the Administrative Officer.	Rs.28,000-50,010	23330153 Extn. 258
4.	Mr.Thibbegowda	Superintendent (Admn.)	Maintenance of Court Cases pertaining to Administrative Office, Supervision of Legal Section, General-II Section, Inward & Despatch Section and any other work assigned by the Administrative Officer.	Rs.22,800-43,200	23330153 Extn. 260
5.	Mr.M.Girikumar	Superintendent (Admn.)	Supervision of Service Personnel Establishment Section, Case working of Establishment (Research) and any other work assigned by the Administrative Officer.	Rs.22,800-43,200	23330153 Extn. 257
6.	Smt.K.G.Nalini	Superintendent (Admn.)	Maintenance & Supervision of Pension Papers of both Teaching & Non-Teaching Sections and any other work assigned by the Administrative Officer.	Rs.22,800-43,200	23330153 Extn. 257
7.	Mr.Andanappa	Personal Secretary	Attending the duties entrusted by the Administrative Officer.	Rs.22,800-43,200	23330153 Extn. 259
8.	Smt.Sandhya Sandoor	Senior Assistant	Case working of Establishment (Officers & Teaching Extension) and any other work assigned by the Administrative Officer.	Rs.20,000-36,300	23330153 Extn. 258
9.	Mr.B.S.Ashok	Senior Assistant	Case working of General-II Section and any other work assigned by the Administrative Officer.	Rs.20,000-36,300	23330153 Extn. 260

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Sl. No.	Name	Designation	Duties	Pay Scale	Telephone No.
10.	Smt.K.Shilpa	Senior Assistant	Case working of Establishment (Service Personnel) and any other work assigned by the Administrative Officer.	Rs.20,000-36,300	23330153 Extn. 257
11.	Mr.K.Muniraju	Senior Assistant	Case working of Recruitment Teaching Section and any other work assigned by the Administrative Officer.	Rs.20,000-36,300	23330153 Extn. 255
12.	Smt.B.Chandra Prabha	Senior Typist	Typing work of Legal & other Sections and any other work assigned by the Administrative Officer.	Rs.20,000-36,300	23330153 Extn. 260
13.	Smt.Usha Rani	Assistant	Case working of Establishment (Service Personnel) and any other work assigned by the Administrative Officer.	Rs.16,000-29,600	23330153 Extn. 257
14.	Mr.B.K.Rajeev	Assistant	Case working of Establishment (Teaching) and any other work assigned by the Administrative Officer.	Rs.16,000-29,600	23330153 Extn. 258
15.	Smt.B.Prema	Laboratory Assistant	Attending Despatch work of the University and any other work assigned by the Administrative Officer.	Rs.16,000-29,600	23330153 Extn. 259
16.	Mr.B.Shiva Kumar	Laboratory Assistant	Case working of General-I Section and any other work assigned by the Administrative Officer.	Rs.16,000-29,600	23330153 Extn. 257
17.	Mr.H.M.Panduranga	Attender	Despatch & Post Office work & maintenance of Franking Machine.	Rs.11,600-21,000	23330153 Extn. 259
18.	Mr.B.Shankar	Attender	Attending Xerox work & tappal work of Establishment Sections.	Rs.11,600-21,000	23330153 Extn. 259
19.	Mr.R.Ravi	Attender	Case working pertaining to Recruitment of Service Personnel.	Rs.11,600-21,000	23330153 Extn. 256
20.	Mr.N.Anantha Murthy	Messenger	Attending Xerox work & tappal of Recruitment Sections.	Rs. 9,600-14,550	23330153 Extn. 259

Administrative Officer

To: **[BY MUDDAM]**
The Head,
AKMU,
College of Agriculture,
UAS, GKVK.