

Post Code	Name of Post	Essential qualifications
01	Section Officer	<p>(i) A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>(ii) Three Years' Experience as Senior Assistant in the Level 6 or eight years as Assistant in Level 4 in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.</p> <p>(iii) Proficiency in Computer Operation, noting and drafting.</p> <p>Age Limit: 35 Years</p>
02	Stenographer	<p>1. A Bachelor's Degree in any discipline from any recognized Institute/University.</p> <p>2. Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm.</p> <p>3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.</p> <p>4. Knowledge of Computer Applications.</p> <p>5. Two years experience as Junior Stenographer or equivalent in Central State Govt. Organisations/University Research Institution or Central/State autonomous Institutions/reputed private institutions having a turnover 200 Crores.</p> <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi.</p> <p>Age Limit: 35 years</p>
03	Senior Assistant	<p>Bachelor Degree from a recognized University/ Institution.</p> <p>Three Years of experience as UDC or equivalent in the level 4 in Central/ State Government/ University/ PSU and other Central/ State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/ Crores or more.</p> <p>Proficiency in Typing, Computer applications, noting and drafting</p> <p>Age Limit: 35 years</p>

04	Technical Assistant	<p>Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research establishment/Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs. 200/- Crores or more.</p> <p>Age Limit: 32 years</p>
05	Assistant	<ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/University 2. Two year experience as Junior Assistant/ Equivalent posts in University/ Research Establishment/ Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations <p>Age Limit: 32 years</p>
06	Junior Stenographer	<ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognized Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80 wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively. 4. Knowledge of Computer Applications. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi</p> <p>Age Limit: 32 years</p>
07	Junior Assistant	<ol style="list-style-type: none"> (i) A Bachelor's Degree from any recognized Institute/University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations. <p>Age Limit: 32 years</p>

08	Driver	<p>(i) 10th Pass from any recognized Board</p> <p>(ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement</p> <p>(iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).</p> <p>(iv) Experience of driving motor vehicles for at least 05 years in an organization.</p> <p>Age Limit: 32 years</p>
09	Cook	<p>(i) 10th Class from a recognized Board. ITI Trade certificate in Bakery and Confectionery (one year duration)</p> <p>(ii) 03 years experience in cooking/ catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.</p> <p>Age Limit: 32 years</p>
10	Library Attendant	<p>(i) 10+2 or its equivalent examination from a recognized Board.</p> <p>(ii) Certificate course in Library Science from a recognized Institution.</p> <p>(iii) One year experience in a University/ College/ Educational Institution Library.</p> <p>(iv) Basic knowledge of computer applications.</p> <p>Age Limit: 32 years</p>
11	Laboratory Attendant	<p>10+2 with Science stream from any recognized Central/ State Board</p> <p style="text-align: center;">OR</p> <p>10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.</p> <p>Age Limit: 32 years</p>
12	Peon/Multi-Tasking Staff (Janitor, Chowkidar, Ward Boy/Mess Helper, Gardener, Conductor cum Cleaner, Sweeper)	<p>10th Pass from a recognized Board</p> <p style="text-align: center;">OR</p> <p>ITI Pass</p> <p>Age Limit: 32 years</p> <p>Trade test/Skill test</p>