QUALIFICATIONS FOR NON-TEACHING POSTS

SENIOR ASSISTANT : (PB-2) Rs. 9300 – 34800 + 4200 (GP)

Essential

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 4 Years of Administrative Experience.

Maximum Age Limit: 30 years

PROFESSIONAL ASSISTANT (LIBRARY): PB-2 Rs. 9300-34800 + 4200 GP

Essential:

1. M. Lib. Sc / M.L.I.Sc. Or Equivalent with 50% marks;

OR

Master›s Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./ B.L.I.Sc with 50% marks.

2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.
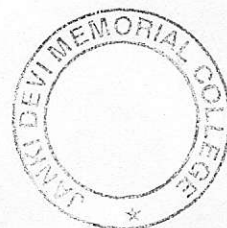
Maximum Age Limit: 35 years

SENIOR TECHNICAL ASSISTANT (COMPUTER):(PB-2) Rs.9300_34800 +4200 GP

Essential:

MCA or M.Sc. (Computer Science/IT) from a recognized University / Institute with one year experience or B.Tech. /B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

Maximum Age Limit: 35 year

SEMI PROFESSIONAL ASSISTANT (LIBRARY): (PB-1) Rs.5200–20200+2800 (GP)

Essential:

1. Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.

2. B.Lib.Sc / B.L.I.Sc with 50% Marks.

3. Course in computer application at Graduate or PG Level or 6 months computer course from a recognized institution.

Maximum Age Limit: 35 years

ASSISTANT : (PB-1) Rs. 5200 – 20200 + 2400 (GP)

Essential:

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years

LIBRARY ASSISTANT : (PB-1) Rs. 5200-20200+ 2000 (GP)

Essential:

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institutions;

2. Certificate in Library Science/ Library and Information Science from a recognized institution;

3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science/ Word Processing from a recognized institution.

Maximum Age Limit: 30 year

JUNIOR ASSISTANT : (PB-1) Rs. 5200 – 20200 + 1900 (GP)

Essential:

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution with at least 50% marks or a Graduate from a recognized University, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Maximum Age Limit: 27 years

MTS-LIBRARY ATTENDANT: (PB-1) Rs. 5200 – 20200 + 1800 (GP)

Essential:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution

2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:
Computer as a subject at Secondary level or Basic course in Computers from any Institution

Maximum Age Limit: 27 years

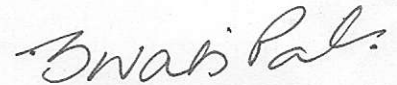**MTS-COMPUTER LAB ATTENDANT:** (PB-1) Rs . 5200 – 20200 + 1800 (GP)

Essential:

1. Should have passed Matriculation (10th) or equivalent examination with Science subjects from recognized board.

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Maximum Age Limit: 27 years

PRINCIPAL (OFFICIATING)