

क्र.	पद नाम	पद संख्या	शैक्षणिक योग्यता			
			Basic Qualification	Additional Qualification	Proficiency	Work Experience
1	ग्राफिक्स डिजाइनर	1	Post Graduate Degree with 55 % mark in Fine Arts & Graphic Design from a University/ Institution recognized University.	Diploma in Animation	Proficiency coral, photo shop, page maker & other application softwares.	Minimum 5 year work experience of equivalent nature in Govt/ Semi-Govt/ Govt recognized/ reputed private institution/project.
2	सहायक परीक्षा नियंत्रक	1	Post Graduate degree in with at least 55% mark or its equivalent grade of B in the UGC seven point scale from a recognized University.	Ability to work in MS office & internet & relevant softwares mandatory.	Proficiency in handling examinations.	Min. 3 year experience in conduction of examination/ Readers grade along with experience in educational administration in a university/ reputed big college/institution. OR Comparable experience in research establishment and/or other institutions of higher education.
3	फोटोग्राफर	1	Minimum High School degree with 55% marks.	Certificate or Diploma in Photography from a recognized institute/ council. Ability to work in MS office, internet, Photoshop & other relevant softwares mandator.	Proficiency to bedisplayed in the work done so far.	Minimum 5 year experience of photography and darkroom work in Museum or Dept. of Archaeology or in a reputed studio. Freelancers need to give credible & verifiable proof of experience.
4	स्टेनोग्राफर ग्रेड- I	1	Graduate degree in any subject with at least the at least 55% PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Must have passed the English & Hindi Typing Examination at a speed of 30 words per minute & English & Hindi Shorthand Examination at a speed of . 100 words per minute form any recognized Institution/Council.	Proficiency in typing Hindi & English at a speed of 60 words per minute & Hindi & English Shorthand at a speed of 100 words per minute. Proficiency to work in tally, coral etc. shall be preferred.	Minimum 3 year work experience of equivalent nature/ 7 year work experience as St. Typyst-II in Govt/Semi-Govt/Govt recognized/ reputed private institution/project.
5	स्टेनोग्राफर ग्रेड- II	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Must have passed the English & Hindi Typing Examination at a speed of 30 words per minute & English & Hindi Shorthand Examination at a speed of 80 words per minute form any	Proficiency in typing Hindi & English at a speed of 60 words per minute & Hindi & English Shorthand at a speed of 80 words per minute. Proficiency to work in tally, coral etc. shall be preferred.	Minimum 3 year work experience of equivalent nature/7 year work experience as St. Typist. grade-III in Govt/Semi-Govt/Govt recognized/ reputed private institution/project.

				recognized Institution/Council		
6	छात्रावास प्रभारी	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Diploma/ certificate in hotel management/hospitality sector. MBA from a recognized University preferred.	Proficiency & fluency in Hindi & English mandatory. Good etiquettes demeanor & pleasing personality.	Minimum 3 year experience of equivalent nature in Govt/Semi-Govt/Govt recognized/reputed private institution/project.
7	लाइब्रेरी सहायक	2	Graduate degree in any subject with at least 55% mark. Certificate in Library Science or eqvt. From a recognized Institute.	PG Diploma in Computer Application/BCA or higher degree from a recognized University.	Proficiency in using Library softwares.	Minimum 3 year work experience as of equivalent nature from a reputed private/ Govt. institution/ project.
8	नर्स मेल	1	Graduate degree in Nursing or equivalent with 55% marks from a recognized university with registration in nursing council.	Ability to work in MS office & internet mandatory.	Good etiquettes, demeanor & pleasing personality.	Minimum 3 year work experience as of equivalent nature from a reputed Private/ Govt. Hospital.
9	नर्स फीमेल	1	Graduate degree in Nursing or equivalent with 55% marks from a recognized university with registration in nursing council.	Ability to work in MS office & internet mandatory.	Good etiquettes, demeanor & pleasing personality.	Minimum 3 year work experience as of equivalent nature from a reputed Private/ Govt. Hospital.
10	अतिथि गृह प्रभारी	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Diploma/ Certificate in hotel management/hospitality sector MBA from a recognized University preferred Ability to work in MS office & internet & relevant softwares mandatory.	Proficiency & fluency in Hindi & English mandatory. Good etiquettes, demeanor & pleasing personality.	Minimum 5 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
11	स्टेनोग्राफर ग्रेड- III	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Must have passed the English & mark. Hindi Typing Examination at a speed of 30 words per minute & English & Hindi Shorthand Examination at a speed of . 80 words per minute form any recognized Institution/Council .	Proficiency in typing Hindi & English at a speed of 60 words per minute & Hindi & English Shorthand at a speed of 80 words per minute. Proficiency to work in tally, coral etc. shall be preferred.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
12	कार्यालय सहायक ग्रेड- I	9	Graduate degree in subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher	Must have passed the English & Hindi Typing Examination at a	Proficiency in typing Hindi & English at a speed of 60 words per minute. Proficiency to	Minimum 3 year work experience of equivalent nature /7 years work experience as office asst. grade-II in Govt/Semi-Govt/ Govt recognized/

			degree from a recognized University.	speed of 30 words per form any recognized Institution/Council.	work in tally, coral etc. & Hindi & English Shorthand shall be preferred.	reputed private institution/project.
13	खेल व्यवस्थापक	2	Minimum High School (10th Class/ Matriculation Pass) degree with 50% marks from a recognized Board of Education.	Should have represented any State in any games /sports at national level for 3 years. Ability to work in MS office & internet mandatory.	Good physical fitness. Ability to maintain Gymnasium.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/Govt recognized/ reputed private institution/project.
14	स्टोर सहायक (संग्रह)	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Must have passed the English & Hindi Typing Examination at a speed of 30 words per minute form any recognized Institution/Council.	Proficiency in typing Hindi & English at a speed of 60 words per minut. Proficiency to work in tally, coral etc. & Hindi & English shorthand shall be preferred.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/Govt recognized/ reputed private institution/project.
15	छात्रावास सहायक	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Must have passed the English & Hindi Typing Examination at a speed of 30 words per minute form any recognized Institution/Council.	Proficiency in typing Hindi & English at a speed of 60 words per minute. Proficiency to work in tally. Coral etc. & Hindi & English shorthand shall be preferred.	Minimum 3 year work experience of equivalent nature Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
16	कार्यालय सहायक ग्रेड- II	3	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Must have passed the English & Hindi Typing Examination at a speed of 30 words per minute form any Recognized Institution/Council.	Proficiency in typing Hindi & English at a speed of 60 words per minute. Proficiency to work in tally, coral etc. & Hindi & English Shorthand shall be preferred.	Minimum 3 year work experience of equivalent nature /7 years work experience as office asst. grade-III in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
17	लेखापाल	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Proficiency to work in tally. Must have passed the English & Hindi Typing Examination at a speed of 30 words per minute form any recognized	Proficiency in typing Hindi & English at a speed of 60 words per minute. Coral etc. & Hindi & English Shorthand shall be preferred.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.

				Institution/Council.		
18	कार्यालय सहायक – III	20	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Must have passed the English & Hindi Typing Examination at a speed of 30 words per minute from any recognized Institution/Council.	Proficiency in typing Hindi & English at a speed of 60 words per minute. Proficiency to work in tally, coral etc. & Hindi & English Shorthand shall be preferred.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
19	स्वागतकर्ता	2	Graduate degree in any subject with at least 55% mark. PG Diploma in Computer Application/ BCA or higher degree from a recognized University.	Diploma in hospitality sector/ communication preferred.	Proficiency & fluency in Hindi & English mandatory. Good etiquettes, demeanor & pleasing personality.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
20	मिस्त्री	1	Minimum High School (10th class/Matriculation Pass) degree with 50% marks from a recognized Board of Education.	ITI or Govt. recognized certificate course in relevant field.	Proficiency in all kinds of masonry works including R.C.C.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
21	प्लम्बर (नल साज)	1	Minimum High School (10th class/Matriculation Pass) degree with 50% marks from a recognized Board of Education.	ITI or Govt. recognized certificate course in relevant field.	Proficiency in all kinds of fitting & plumbing works.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
22	बढ़ई	1	Minimum High School (10th class/Matriculation Pass) degree with 50% marks from a recognized Board of Education.	ITI or Govt. recognized certificate course in relevant field.	Proficiency in all kinds of carpentry & joinery works.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
23	इलेक्ट्रीशियन	1	Minimum High School (10th class/Matriculation Pass) degree with 50% marks from a recognized Board of Education.	ITI or Govt. recognized certificate course in relevant field. Ability to work in MS office & internet Preferred.	Proficiency in installation & repair of all kinds of electrical works & repair of equipments.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
24	पेट्री सहायक	1	Minimum High School (10th class/Matriculation Pass) degree with 50% marks from a recognized Board of Education.	Training from a recognized institution in catering. Ability to work in MS office & internet Preferred.	Proficiency in cooking & serving different cuisines.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.
25	ड्रायवर	4	Minimum High School (10th class/Matriculation Pass) degree with 50% marks from a recognized Board of Education.	Shall have driving license of 4 & 6 wheeler vehicles & certificate of driving from a Govt. recognized	Proficiency in driving & general repair & maintenance of all kind of vehicles.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.

				institution.		
26	टेलीफोन ऑपरेटर	2	Minimum High School (10th class/Matriculation Pass) degree with 50% marks from a recognized Board of Education.	ITI of Govt. recognized certificate course in relevant field. Ability to work in MS office & internet Preferred.	Capability of handing. Proficiency & fluency in Hindi & English mandatory. Good etiquettes, demeanor & pleasing personality.	Minimum 3 year work experience of equivalent nature in Govt/Semi-Govt/ Govt recognized/ reputed private institution/project.