

QUALIFICATION REQUISITES

NON-TEACHING STAFF

Librarian

B Lib Science or Graduate with diploma in Library Science from a recognized institute and computer literate with minimum three years experience.

ADMINISTRATIVE STAFF

Head Clerk

- (i) Preferably an Ex-Serviceman of clerk category upto the age of 55years.
- (ii) 5-10 years of experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.
- (iii) Computer Savvy–MS Office.etc.
- (iv) Educational Qualification–Minimum Graduate in case of civilian.
- (v) Should not have any disciplinary case against him in the entire service.

LDC

- (i) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.
- (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour).
- (iii) Basic knowledge of accounting.

Driver

Preferably matriculate or 10 years service for Ex-Servicemen with good health and eye sight. Should be in possession of valid HMV or HPMV/HTV.