

Educational Qualifications for Direct Recruitment for Non-teaching Posts

Sr. No.	Name of the Post(s)	Educational Qualifications for Direct Recruitment
1.	Clerk-cum-Data Entry Operator	<p>1. Graduation from a recognized university. Candidates will have to qualify a written test of Language/ General Knowledge of graduation standard as may be prescribed by the competent authority.</p> <p>2. Candidates will also have to qualify a Test of Data Entry at the speed of 30 w.p.m./ Computer Skills (including use of Internet & E-mail) as may be prescribed by the competent authority.</p> <p>3. Knowledge of Hindi/Sanskrit up to Matric/10th standard.</p> <p>Note: The Type Test have been substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of Service requirement for Clerk/ Clerk-cum-DEO/ Steno-typist vide Chief Secretary Notification No. 42/164/2008-3GS-II dated 22.09.2017. All the candidates have to qualify the SETC within a period of one year, if selected, otherwise they will not be confirmed and will not be eligible for annual increments.</p>
2.	Steno-typist (English)	<p>1. Graduation from a recognized university or its equivalent.</p> <p>2. English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on computer with commonly used work processing software and mistakes should not exceed 8%.</p> <p>3. Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p>4. Knowledge of Internet and e-mail.</p> <p>5. Preference will be given to the candidates having Diploma in Office Management/ Computer Application (English)/ Secretarial Practice & Stenography (English). National Trade Certificate in Stenography (English) from recognized Institute.</p> <p>Note: The Type Test have been substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of Service requirement for Clerk/ Clerk-cum-DEO/ Steno-typist vide Chief Secretary Notification No. 42/164/2008-3GS-II dated 22.09.2017. All the candidates have to qualify the SETC within a period of one year, if selected, otherwise they will not be confirmed and will not be eligible for annual increments.</p>
3.	Driver	<p>1. Matric/ 10th pass or its equivalent.</p> <p>2. Five years experience in driving Heavy and Light Vehicles.</p> <p>3. Should possess driving license for Heavy and Light vehicles.</p> <p>4. Knowledge of Hindi/Sanskrit upto Matric/10th Standard.</p> <p>Desirable: Knowledge of working on Computers.</p>

		Note: Driving test is compulsory to qualify by the Candidates
4.	Lab. Technician Gr. B	<ol style="list-style-type: none"> 1. Three years Diploma in Engineering Technology or B. Sc. degree in relevant discipline. 2. Two years experience as Laboratory or Workshop Attendant in some Government Institute or Private Organization. 3. Should have good knowledge of working on Computer. 4. Knowledge of Hindi upto Matric.
5.	Lab. Attendant	<ol style="list-style-type: none"> 1. For Engg./Technology Labs: Diploma/Degree in Engineering 2. For Science Labs: Bachelor in Science 3. For Language Lab: Three years Diploma in Computer Science/I.T. or B.C.A. or B. Sc. (Computer Science/I.T.) 4. For Biomedical/Biotechnology Labs: Three years Diploma in Medical Electronics/ Medical Lab Technology or B. Sc. (Bio-Tech)/B. Sc. (Medical)
6.	Library Restorer	<ol style="list-style-type: none"> 1. Matric with certificate in Library Science. 2. Knowledge of Hindi upto Matric.
7.	Library Attendant	Graduation or 10+2 with Library Sciences.
8.	Workshop Helper	<ol style="list-style-type: none"> 1. 10+2 with Science or I.T.I. Certificate. 2. Two years experience in relevant trade (Electrical Engineering, Fitting Shop, Carpentry Shop, Welding Shop, Foundry Shop, Machine Shop, and Forging Shop). 3. To qualify test in relevant trade (Practical and Oral).
9.	Peon	Matric.
10.	Bus Helper	<ol style="list-style-type: none"> 1. Matric. 2. Possessing driving license of heavy vehicles and having one year experience of Bus Helper.
11.	Waiter-cum-Cleaner	<ol style="list-style-type: none"> 1. Matric pass. 2. One year experience in an office mess or a hotel of repute. 3. Able to cook meals in time of emergency.