

Post	Essential Qualification
<b>UDC</b>	(a) B. Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate (MS Office, Tally etc.) (b) Computer Savvy (12000 key depressions per hour). Knowledge of relevant software applications used by Schools. (c) 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.
<b>LDC</b>	(a) Graduate or ten years of service as a clerk (for Ex-Servicemen). (b) Knowledge of Computer, MS Office (Speed 12000 key depression per hour). (c) Basic knowledge of accounting. Knowledge/experience in handling store ledgers and procurement will be preferred.
<b>Adm Supvr</b>	(a) <b>Mandatory.</b> (i) Should be retired JCO/Hony rank having Administrative experience. (ii) Should be of age less than 55 years at the time of joining. (iii) Should have basic knowledge of:- (aa) Handling of Master ledger of stores. (ab) Stores, Eqpt maintenance and Man Mgt. (iv) Should not have left service on disciplinary/Dismissal grounds. (b) <b>Preferred.</b> (i) Should be security course qualified. (ii) Should be computer savvy. (iii) Should be SHAPE-I or SHAPE-II (less S factor)
<b>Nursing Asst (Female)</b>	10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.
<b>Cmptr Lab Tech</b>	10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
<b>Asst Librarian</b>	B.Lib Science or Graduate with Diploma in Library Science from a recognized institute & Computer Literate.
<b>Library Attendant</b>	10+2 with Science and computer literate.

