

ANNEXURE B

(See rule 7)]

Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience, if any, for appointment other than by direct recruitment
Deputy Superintendent	..	Five years experience as Assistant.
Assistant A Grade	..	(i) Two years experience as Junior Auditor/Assistant Grade B or (ii) Five years experience as clerk; or (iii) Two years experience as Assistant working in Treasury.
Assistant B Grade	..	(i) Three years experience as Clerk or Steno-typist.
Junior Auditor	..	(i) Three years experience as clerk or Steno-typist and who is a graduate; or (ii) Five years experience as clerk working in Treasury and who is a graduate.
Junior Scale stenographer	(i) Matric 1st Division or equivalent. (for ex-servicemen matric only) (ii) Knowledge of Hindi upto matric standard. (iii) English Short-hand at 100 words per minute and transcription thereof at the 20 words per minute. (iv) Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute.	(i) Two years experience as Steno-typist and who has also passed the Junior Scale Stenographer's departmental test as provided for direct recruits in column 2 at Serial No. 3 and 4; or (ii) One year experience as junior scale stenographer.
Driver	.. Middle pass and having driving licence.	One year experience as driver in any government department.
Steno-typist	.. 1. Matric 1st Division or equivalent. (for ex-servicemen matric only) 2. Knowledge of Hindi upto matric standard. 3. English shorthand at 80 words per minute and transcription thereof at 15 words per minute. 4. Hindi shorthand at 64 words per minute and transcription thereof at 15 words per minute.	(i) One year experience as Clerk and has passed departmental test in short hand and typewriting for direct recruits in column 2 at Serial Nos. 3 and 4; or (ii) One year experience as Steno-typist
Clerk	.. 1. Matric 1st Division or equivalent (for ex-servicemen matric only) 2. Knowledge of Hindi upto Matric standard.	(i) Matric only and have rendered 5 years service on any post (ii) Two years service as clerk in any government department.
Restorer	..	Matric.