

S. No.	POST	Master Degree in the subject
(vi)	PGT(Chemistry)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(vii)	PGT(Mathematics)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(viii)	PGT(Economics)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(ix)	PGT(History)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(x)	PGT(Geography)	In concerned subject or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level also.
(xi)	PGT(Commerce) in KVS	In Commerce. Holder of M. Com. Degree in Applied/ Business Economics shall not be eligible.
(xii)	PGT (Commerce) in NVS	In Commerce. Provided the candidate has studied concerned subject at graduation level. Holder of M. Com. Degree in Applied/ Business Economics shall not be eligible.
(xiii)	PGT (Biology)	In Biological Science/Life Science or any specialization in concerned subject provided the candidate has studied concerned subject at graduation level.
(xiv)	PGT(Bio-Technology) - KVS	In Bio-Technology/Microbiology/Bio-Chemistry/Life Science/Bio-Science/Genetics

DESIRABLE QUALIFICATIONS

- (a) Experience as TGT in the recognized institution in concerned subject.
- (b) Experience of working in a school for KVS and in a residential school for NVS.
- (c) Knowledge of Computer application.

E. FOR POST GRADUATE TEACHERS (Computer Science, Physical Education – Male/ Female and Modern Indian Language)

PAY SCALE: Level-8 (Rs.47600-151100) in the Pay Matrix
UPPER AGE LIMIT: Not exceeding 40 years

(i)	PGT (Computer Science)	ESSENTIAL QUALIFICATIONS 1. M.Sc. (Computer Science/IT) / MCA from a recognized institution/University with at least 50% marks. OR M.E. or M. Tech. (Computer Science/IT) from recognized institution/University with at least 50% marks. 2. B.Ed. Degree from NCTE recognized Institution/University with at least 50% marks OR Three years integrated B.Ed.-M.Ed. from NCTE recognized Institution/University with at least 50% marks OR Four years integrated degree with at least 50% marks from NCTE recognized institution/University including B.Ed. component.
-----	------------------------	--

(ii)	PGT (Physical Education) (Male/Female) in NVS	ESSENTIAL QUALIFICATIONS Master in Physical Education (M. P.Ed.) Degree from NCTE recognized Institution/University with at least 50% marks. Desirable: (a) Should have represented at least State at National Level in any of the Sports/Games recognized by Sports Authority in India (SAI)/ the concerned federation. (b) Experience in the recognized institution as Physical Education Teacher. (c) Experience of working in a residential school.
(iii)	PGT (Modern Indian Language) in NVS	ESSENTIAL QUALIFICATIONS Integrated Post Graduate course in the concerned subject with at least 50% marks from NCTE recognized Institution/University including B.Ed. component OR Master Degree from a recognized Institution/University with at least 50% marks in aggregate in the Modern Indian Language concerned. And B.Ed. Degree from NCTE recognized Institution/University with at least 50% marks OR Three years integrated B.Ed.-M.Ed. from NCTE recognized Institution/University with at least 50% marks OR Four years integrated degree with at least 50% marks from NCTE recognized institution/University including B.Ed. component Desirable: (a) Proficiency to teach in Hindi and English (b) Experience as TGT (Regional Language) in the recognized institutions in concerned subject. (c) Experience of working in a residential school. (d) Knowledge of Computer application.

F. FOR TRAINED GRADUATE TEACHERS – Hindi, English, Sanskrit and 3rd Language

PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 years

ESSENTIAL QUALIFICATION -

A	For KVS	For NVS
1.	Four years integrated degree course from NCTE recognized Institution/University with at least 50% marks in the concerned subject(s) as well as in the aggregate including B.Ed. component. OR	Four years integrated degree course from NCTE recognized Institution/University with at least 50% marks in the concerned subject(s) as well as in the aggregate including B.Ed. component. OR
2.	i. Bachelor/Honours Degree from a recognized institution/University with at least 50% marks in concerned subject, combination of subjects as well as in the aggregate. ii. B.Ed. Degree from NCTE recognized institution/University with atleast 50% marks OR Three years Integrated B.Ed.-M.Ed. from NCTE	i. Bachelor/Honours Degree from a recognized institution/University with at least 50% marks in concerned subject, combination of subjects as well as in the aggregate. ii. B.Ed. Degree from NCTE recognized institution/University with atleast 50% marks OR Three years Integrated B.Ed.-M.Ed. from NCTE recognised Institution/

	recognised Institution/University with at least 50% marks	University with atleast 50% marks OR **One year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) recognized institution/University with atleast 50% marks
3.	**Graduation in concerned subject with at least 50% marks and 1-year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) with atleast 50% marks	_____
4.	Post-Graduation in concerned subject / any specialization in concerned subject with a minimum 55% marks or equivalent grade provided that the candidate has studied the subject(s) mentioned in the note below at the graduation level and three years integrated B.Ed.-M.Ed. from NCTE recognized institution/University with atleast 50% marks.	Post-Graduation in concerned subject / any specialization in concerned subject with a minimum 55% marks or equivalent grade provided that the candidate has studied the subject(s) mentioned in the note below at the graduation level and three years integrated B.Ed.-M.Ed. from NCTE recognized institution/University with atleast 50% marks.

(B) Qualified in the Central Teachers Eligibility Test (Paper-II) conducted by Central Board of Secondary Education (CBSE) TGT (Hindi, English, Sanskrit and Regional Languages).

(C) Competency to teach through English and Hindi Medium.

Desirable Qualification:

1. Experience of working in a school for KVS and in a residential school for NVS.
2. Knowledge of Computer applications.
3. Working knowledge of English and Hindi/ other regional language.

***"Training to be undergone - A person with B.Ed. (Special Education) qualification shall undergo, after appointment an NCTE recognized 6-month Special Programme in Elementary Education."

Note: The concerned subject mentioned above means the post wise Main / Elective subject(s) and the combination of subject(s) if any are as under:

S. No.	Post	Qualification
1	TGT (Hindi)	Studied Hindi as an Elective/Main subject in at least three years / 06 Semesters in graduation/ four years integrated degree course.
2	TGT (English)	Studied English as an Elective/Main subject in at least three years / 06 Semesters in graduation/ four years integrated degree course.
3	TGT (3 rd Language)	Candidates should have studied Concerned Regional Language as a subject/elective subject in at least three years/06 Semesters in graduation/Four years integrated degree course.
4	TGT (Sanskrit)	Studied Sanskrit as an Elective/Main subject in atleast 03 years/ 06 semester of the course.

G. FOR TRAINED GRADUATE TEACHERS – Maths, Science, Social Studies

PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 years

ESSENTIAL QUALIFICATION -

(A)	For KVS	For NVS
	Four years integrated degree course from NCTE recognized university with at	Four years integrated degree course from NCTE recognized university with at least 50%

	least 50% marks in the concerned subject as well as in the aggregate including B.Ed. component. OR	marks in the concerned subject as well as in the aggregate including B.Ed. component. OR
	i. Bachelors/Honours Degree from a recognized university with at least 50% marks in concerned subject, combination of subjects and also in aggregate ii. B.Ed. Degree from NCTE recognized institution/University with at least 50% marks OR Three years Integrated B.Ed.-M.Ed. from NCTE recognized Institution/ University with atleast 50% marks OR ** One year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) with atleast 50% marks.	i. Bachelors/Honours Degree from a recognized university with at least 50% marks in concerned subject, combination of subjects and also in aggregate ii. B.Ed. Degree from NCTE recognized institution/University with at least 50% marks OR Three years Integrated B.Ed.-M.Ed. from NCTE recognized Institution /University with atleast 50% marks OR ** One year B.Ed. (Special Education) from Rehabilitation Council of India (RCI) with atleast 50% marks.
		Post-Graduation in concerned subject / any specialization in concerned subject with a minimum 55% marks or equivalent grade provided that the candidate has studied the subject(s) mentioned in the note below at the graduation level and three years integrated B.Ed.-M.Ed. from NCTE recognized institution/ University with atleast 50% marks.

(B) Qualified in the Central Teacher Eligibility Test (Paper-II) conducted by Central Board of Secondary Education (CBSE)

(C) Competence to teach through English and Hindi Languages

***"Training to be undergone - A person with B.Ed. (Special Education) qualifications shall undergo, after appointment an NCTE recognition 6-month Special Programme in Elementary Education."

Note: Post wise elective subjects in the combination of subjects are as under:

1	TGT (Maths)	The candidates should have studied: • Mathematics as Elective / Main subject in at least three years / 06 Semesters in graduation/ four years integrated degree course. • Physics at least 01 year / any 02 semesters. • One out of Chemistry, Electronics, Computer Science, Statistics at least 01 year / any 02 semesters. • The candidates who have studied under Choice Based Credit System (CBCS) with the above subject combination are also eligible to apply. • Candidates with B.Sc. (Hons.) in Physics or Chemistry are not eligible for the post of TGT (Maths).								
2	TGT (Science)	The candidate should have studied Biology/Life Science/Botany/ Zoology as Honours/Main Subject in at least three years/06 Semesters in graduation/four years integrated degree course with following combination of subjects for at least one year or any 2 semesters. <table><tr><th>Main Subject</th><th>Subsidiary Subjects</th></tr><tr><td>Biology/Life Science</td><td>1. Chemistry & 2.Botany or Zoology</td></tr><tr><td>Botany</td><td>1. Chemistry & 2. Zoology</td></tr><tr><td>Zoology</td><td>1. Chemistry & 2. Botany</td></tr></table> The candidates who studied under Choice Based Credit System (CBCS) with the above subject combination are also eligible to apply.	Main Subject	Subsidiary Subjects	Biology/Life Science	1. Chemistry & 2.Botany or Zoology	Botany	1. Chemistry & 2. Zoology	Zoology	1. Chemistry & 2. Botany
Main Subject	Subsidiary Subjects									
Biology/Life Science	1. Chemistry & 2.Botany or Zoology									
Botany	1. Chemistry & 2. Zoology									
Zoology	1. Chemistry & 2. Botany									

3	TGT (Social Studies)	Candidates should have studied any two subjects out of History, Geography, Economics and Political Science at graduation level out of which one must be either History or Geography in at least three years/ 06 Semesters in graduation/four years integrated degree course as an Elective/Main Subject and the second subject for at least one year/any two semesters. The candidates who studied under Choice Based Credit System (CBCS) with the above subject combination are also eligible to apply.
---	----------------------	---

Desirable Qualification:

1. Experience of working in a school.
2. Knowledge of Computer applications.

G. FOR TRAINED GRADUATE TEACHERS (Computer Science, Music, Art, Physical Education, Work Experience)

PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 years

S. No.	Post	Qualification
1	TGT (Computer Science)	1- Bachelor's Degree in Computer Application (BCA) with at least 50% marks from a recognized institution/University. OR Graduation in Computer Science/IT from a recognized institution/University with at least 50% marks in the concerned subject and also in aggregate provided that the Computer Science subject must have studied in all the years as main subject OR BE/B.Tech. (Computer Science/Information Technology) with at least 50% marks from a recognized institution/University. 2- Qualified in Central Teacher Eligibility Test (Paper-II) conducted by Central Board of Secondary Education (CBSE). 3- Bachelor's degree in Education from NCTE recognized institution/University with at least 50% marks OR Three years integrated B.Ed. – M.Ed. from NCTE recognized institution/University with at least 50% marks. OR Four years integrated degree with at least 50% marks from NCTE recognized institution/University including B.Ed. component. Desirable 1. Experience of working in a residential school. 2. Working knowledge of English and Hindi/ other regional language.
2	TGT (Music)	Essential Qualification: Bachelor's degree in Music/Performing Arts from a recognized institution/University with at least 50% marks in concerned subject and also in aggregate, provided that music subject is studied in all the years of degree as main subject. AND Bachelor's degree in Education from NCTE recognized institution/University with at least 50% marks. Desirable: 1. Working knowledge of English and Hindi/other Regional language 2. Experience of working in a residential school for NVS. 3. Working knowledge of computers.

3	TGT (Art Education) in KVS & TGT (Art) in NVS	Essential Qualification: 1. Bachelor's degree in Drawing and Painting/Sculpture/Graphic Art/ Fine Arts from a recognized institution/University with at least 50% marks provided that the candidates should have studied Drawing and Painting as main subject in all the years of graduation. 2. B. Ed. degree from NCTE recognized institution/University with at least 50% marks. Desirable: 1. Working knowledge of English and Hindi/other Regional language 2. Experience of working in a school for KVS and in a residential school for NVS. 3. Working knowledge of computers.
4	TGT (Physical Education) (Male/ Female) in NVS	Essential Qualification: Four years Integrated B.P.Ed. Course from NCTE recognized institution/ University with at least 50% marks OR Bachelor's degree in Physical Science/Physical Education/Physical Education and Sports offered by NCTE recognized institution/University with at least 50% marks provided that Physical Education is studied in all the years of Graduation along with B. P. Ed of at least one year duration (or its equivalent) from any NCTE recognized institution/University with at least 50% marks. OR Bachelor's degree with Physical Education as an elective subject with 50% marks and participation in National or State or Inter-University competitions in sports or games or athletics recognized by Association on Indian University or Indian Olympic association along with B. P. Ed. of at least one year duration (or its equivalent) from any NCTE recognized institution/University with at least 50% marks. Desirable Qualification: i) Represented at least State at National level in any of the Sports/ Games recognized by Sports Authority of India (SAI)/the concerned Federation. ii) Working knowledge of English and Hindi/other regional language. iii) Experience of working in a residential school iv) Diploma from National Institute of Sports
5	TGT (P & HE) in KVS	Four year integrated course / Bachelor's Degree in Physical Education/ Bachelor of Physical Education and Sports offered by NCTE recognized Institution/University with at least 50% marks OR Graduation from a recognized university and B.P.Ed. offered by NCTE recognized institution/University with at least 50% marks in Graduation and B.P.Ed. separately. Desirable: i) Represented at least State at National Level in any of the Sports/ Games recognized by Sports Authority of India (SAI)/the concerned federation. ii) Working knowledge of English and Hindi/other Regional Language. iii) Experience of working in a school. iv) Diploma from National Institution of Sports
6	TGT (Work Experience)	Essential Qualification: i) Bachelor Degree in Electrical Engineering/ Electronics Engineering/ Electronics & Communication Engineering from a recognized Institution/University with atleast 50% marks. ii) B.Ed. Degree with atleast 50% marks from NCTE recognized Institution / University.

		iii) Knowledge of Computer Applications. iv) Proficiency to teach in Hindi and English medium Desirable: One year practical experience in a recognized workshop/institution/factory
7	Librarian in KVS and TGT (Library) in NVS	Essential Qualification: i. Bachelor's Degree in Library Science from a recognized Institution/University with at least 50% marks OR Bachelor Degree in Library and Information Science from recognized Institution with at least 50% marks. ii. Knowledge of Computer Applications. iii. Working knowledge of Hindi and English Desirable: Experience of working in a residential school for NVS

H. FOR Special Educator (TGT)

PAY SCALE: Level-7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 years

Essential Qualification:

1. Graduation Degree from a recognized institution/University with minimum 50% Marks

2. Any of the following from recognized institution/University:

B. Ed. (Special Education) with atleast 50% marks;

OR

B. Ed. (General) with atleast 50% marks alongwith one year Diploma in Special Education;

OR

B. Ed. (General) with atleast 50% marks alongwith two years Diploma in Special Education;

OR

B. Ed. (General) with atleast 50% marks alongwith Post Graduate Professional Diploma in Special Education (PGPD);

OR

B. Ed. Special Education with atleast 50% marks and Post graduate professional Certificate in Special Education (PGPC);

OR

PG Diploma in Special Education (Mental Retardation);

OR

PG Diploma in Special Education (Multiple Disability: Physical and Neurological);

OR

PG Diploma in Special Education (Locomotor impairment and Cerebral Palsy);

OR

Secondary Level Teacher Training Course in Visual Impairment;

OR

Senior Diploma in Teaching the Deaf;

OR

B.A.B. Ed. with atleast 50% marks in Visual Impairment.

OR

Any other equivalent qualification approved by RCI

3. Qualified in Central Teacher Eligibility Test (CTET) (Paper - II) conducted by Central Board of Secondary Education (CBSE). Relaxation up to 5 percent in the qualifying marks shall be allowed to the candidates belonging to reserved categories such as SC/ST/OBC-NCL/PwBD in CTET.

4. Registration with Rehabilitation Council of India (RCI) with valid CRR number.

5. Proficiency to teach in Hindi and English.

Note: B.A. B.Ed. in Visual Impairment being integrated course of graduation and B.Ed. Special Education, separate graduation is not required in the case of candidate possessing this degree.

Desirable: Knowledge of Computer Applications

I. FOR PRIMARY TEACHERS – MUSIC (PRT-MUSIC)

PAY SCALE: Level-6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 years

ESSENTIAL QUALIFICATION:

- i) Senior Secondary/Higher Secondary/Intermediate (CLASS XII) with 50% marks from recognized board.
- ii) Bachelor Degree in Music/Performing Arts from a recognized Institution/University, provided that music subject is studied in all the years of degree as main subject.
- ii) Working knowledge of Hindi & English

Note: Candidates having Diploma in Music are not eligible for the post.

Desirable: Knowledge of Computer Applications.

J. FOR PRIMARY TEACHER

PAY SCALE: LEVEL – 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

1. Senior Secondary/Higher Secondary/Intermediate (10+2) with at least 50% marks and 2-year Diploma in Elementary Education (by whatever name known) from recognized Institute/Board.

OR

Senior Secondary/Higher Secondary/Intermediate (10+2) with at least 50% marks and 4-year Bachelor of Elementary Education (B. El. Ed.) from recognized Institute/Board.

OR

**Senior Secondary/Higher Secondary/Intermediate/Class-XII with at least 50% marks and 2-year Diploma in Education (Special Education) from Rehabilitation Council of India (RCI).

2. Qualified in the Central Teacher Eligibility Test (Paper-I) conducted by Central Board of Secondary Education (CBSE).
3. Proficiency to teach through Hindi & English medium.

Desirable: Knowledge of working on Computer.

**** Training to be undergone-** A Person with D.Ed. (Special Education) qualifications shall undergo, after appointment an NCTE recognition 6-month Special Programme in Elementary Education.

K. FOR SPECIAL EDUCATOR (PRIMARY TEACHER)

PAY SCALE: LEVEL – 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

1. XII Passed with minimum 50% marks in aggregate
2. Any of the following from recognized university/Institute:
Two-year D.Ed. Special Education in any of the category of disability.

OR

One year Diploma in Special Education (DSE) in any of the category of disability.

OR

Diploma in Community Based Rehabilitation (DCBR) with 6 months Certificate course in Education of Children with Special Needs.

OR

Post Graduate Diploma in Community Based Rehabilitation (PGDCBR) with 6 months Certificate course in Education of Children with Special Needs.

OR

Diploma in Multi Rehabilitation Worker (MRW) with 6 months Certificate Course in Education of Children with Special Needs.

OR

Junior Diploma in Teaching the Deaf

OR

Primary level Teacher Training course in Visual Impairment.

OR

Diploma in Vocational Rehabilitation-Mental Retardation (DVR-MR)/Diploma in Vocational Training and Employment- Mental Retardation (DVTE-MR) with 6 months Certificate course in Education of Children with Special Needs.

OR

Diploma in Hearing Language and Speech (DHLS) with 6 months Certificate course in Education of Children with Special Needs.

OR

XII passed with any RCI recognized qualification of minimum one year duration and 6 months Certificate course in Education of Children with Special Needs.

OR

Any other equivalent qualification approved by RCI

3. Qualified in Central Teacher Eligibility Test (CTET) (Paper – 1) conducted by Central Board of Secondary Education (CBSE). Relaxation up to 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories such as SC/ST/OBC/PwBD in CTET.

4. Registration with Rehabilitation Council of India (RCI) and having valid CRR number.

5. Proficiency to teach in Hindi and English

Desirable: Knowledge of Computer Applications

L. FOR ADMINISTRATIVE OFFICER

PAY SCALE: LEVEL – 10 (Rs.56100 – 177500) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 45 YEARS

ESSENTIAL QUALIFICATION:

- i. Graduate from recognized university/Institute
- ii. Three years' regular service as Section Officer atleast in pay level 7 (Rs.44900 to 142400) in the Central Govt./Autonomous Bodies of Central Govt.
- iii. Knowledge of Computer application

M. FOR FINANCE OFFICER

PAY SCALE: LEVEL - 7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 YEARS

ESSENTIAL QUALIFICATION:

- (i) Bachelor's Degree in Commerce with 50% marks in the aggregate from recognized university/Institute and at least 04 years post-qualification experience in Audit and Accounts works in Central/State Govt./ Autonomous bodies of Central/State Govt. in the Pay Level -6 or its equivalent.

OR

Master's Degree in Commerce with 50% marks from recognized university/Institute and at least 04 years post-qualification experience in the Audit and Accounts works in Central/State Govt./Autonomous bodies of Central/State Govt. in the Pay Level - 6 or its equivalent.

OR

Bachelor's Degree with CA (Inter) or ICWA (Inter) or MBA (Finance) or PGDM (Finance) (02 years full time) from recognized university/Institute with 04 years' post-qualification experience in Audit and Accounts works in Central/State Govt./Autonomous bodies of Central/State Govt. in the Pay Level - 6 or its equivalent.

- (ii) Knowledge of Computer Applications.

- (iii) Working knowledge of Hindi and English

N. FOR ASSISTANT ENGINEER

PAY SCALE: LEVEL - 7 (Rs.44900-142400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 YEARS

ESSENTIAL QUALIFICATION:

- i. Graduate in Civil/Electrical Engineering from recognized university/Institute.
- ii. 2 year experience in design and engineering in concerned branch from Govt. Deptt./ Organization /Institute.

O. FOR ASSISTANT SECTION OFFICER

PAY SCALE: LEVEL - 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 35 YEARS

ESSENTIAL QUALIFICATION:

- i. Bachelor degree from recognized university/Institute
- ii. Working as UDC/SSA or equivalent on regular basis for minimum 3 years in Level 4 (Rs.25500- Rs.81100/) in Central Govt./Autonomous Bodies of Central Govt.
- iii. Knowledge of Computer Applications.
- iv. Working knowledge of Hindi and English.

P. FOR JUNIOR TRANSLATOR

PAY SCALE: LEVEL - 6 (Rs.35400-112400) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

Master's degree from recognized university/Institute in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's degree from recognized university/Institute in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's degree from recognized university/Institute in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree from recognized university/Institute in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree from recognized university/Institute in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa

OR

Two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Q. FOR SENIOR SECRETARIAT ASSISTANT

PAY SCALE: LEVEL – 4 (Rs.25500-81100) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

- i. Bachelor's degree from recognized university/Institute or equivalent.
- ii. Working as JSA/LDC or equivalent on regular basis for minimum 3 years in Level 2 (Rs.19900-63200/-) in Central Govt./Autonomous bodies of Central Govt.

- iii. Knowledge of Computer Applications
- iv. Working knowledge of Hindi and English

R. FOR STENOGRAPHER GRADE - I

PAY SCALE: LEVEL – 6 Rs.35400-112400/- in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 30 YEARS

ESSENTIAL QUALIFICATION:

- i. Graduate from recognized university/Institute
- ii. Shorthand Speed of 100 w.p.m. in English/ Hindi Shorthand and Typing Speed of 45 w.p.m. in English/ Hindi Typing.
- iii. Working as Stenographer Gr II on regular basis for 05 years in the Central/State Govt./Autonomous bodies of Central /State Govt. in Pay Level 4.
- iv. Knowledge of Computer Applications
- v. Working knowledge of Hindi and English

S. FOR STENOGRAPHER GRADE - II

PAY SCALE: LEVEL - 4 (Rs.25500-81100) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 27 YEARS

ESSENTIAL QUALIFICATION:

- i. Graduate from recognized university/Institute
- ii. Skill test Norms
 - Dictation: 10 minutes @ 80 w.p.m
 - Transcription: 50 minutes (English) / 65 minutes (Hindi) (On computer)
- iii. Knowledge of working on Computer
- iv. Proficiency in Hindi and English

T. FOR JUNIOR SECRETARIAT ASSISTANT

PAY SCALE: LEVEL - 2 (Rs.19900-63200) in the Pay Matrix

UPPER AGE LIMIT: Not exceeding 27 YEARS

FOR KVS	FOR NVS
ESSENTIAL QUALIFICATION: i) Class XII pass or equivalent qualification from recognized board or university ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer	ESSENTIAL QUALIFICATION: Class XII pass from recognized board or university & possessing minimum typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computer OR Passed + 2 Level of Senior Secondary from CBSE/ State Board with Secretarial Practices and Office management as Vocational subject. Desirable: 1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 06 months' diploma in computers from a recognized institution or through computer literacy certificate at school level. 2. Experience in accounts / administrative matters in Govt./ Semi Govt./Autonomous organization. Note: Direct recruits will have to acquire proficiency in operating PCs (Personal Computers) and pass such test in this regard as the NVS may require.