

**QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW**

**ADMINISTRATIVE OFFICER: (PB Rs.15600-39100 + (G.P 5400/-)**

**Essential Qualifications:**

Good academic record plus Master degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale ( 5% relaxation in marks for SC/ST category)

**Desirable:**

1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.  
**Maximum Age Limit: 35 years**

**SENIOR TECHNICAL ASSISTANT (COMPUTER):(PB-2) Rs.9300 34800 + 4200 GP**

**Essential Qualifications:**

MCA or M.Sc. (Computer Science/IT) from a recognized University / Institute with one year experience or B.Tech. /B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

**Maximum Age Limit: 35 years**

**Note:-** All the direct recruits will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/ practical test/skill test.

**ASSISTANT : (PB-1) Rs. 5200 20200 + 2400 (GP)**

**Essential Qualifications:**

1. A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Minimum 2 Years of Administrative Experience  
**Maximum Age Limit: 30 Years**

**JUNIOR ASSISTANT: (PB-1) Rs. 5200 20200 + 1900 (GP)**

**Essential Qualifications:**

1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution with at least 50% marks or a Graduate from a recognized University, and Diploma / Certificate of minimum 6 months duration in Computer Application/ Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

**Maximum Age Limit: 27 years**

**MTS-LIBRARY: (PB-1) Rs. 5200 20200 + 1800 (GP)**

**Essential Qualifications:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

**Desirable:**

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

**Maximum Age Limit: 27 years**

**MTS-COMPUTER LAB.: (PB-1) Rs. 5200-20200 + 1800 (GP)**

**Essential Qualifications:**

1. Should have passed Matriculation (10th) or equivalent examination with Science subjects from recognized board.

**Desirable:**

2. Computer as a subject at Secondary level or Basic course in Computers from any Institution.

**Maximum Age Limit: 27 years**