



ADVERTISEMENT NO. 01/2024/ESTT

2. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

(for the posts to be filled up by Direct Recruitment):

Sl No	Name of the post	Educational & Other Qualifications required
1	Assistant Director (Administration & Finance) For Finance	(i) Chartered Accountant/ Cost and works Accountant / subordinate accounts service Accountant/ Master of Business Administration (with Finance specialization) from a recognized university/ All India Council for Technical Education approved Institution; and (ii) Three years' Experience in the relevant field in Central/State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking / reputed Government Agency.
2	Assistant Director (Marketing & Consumer Affairs)	(i) Masters of Business Administration (Marketing) or Master's Degree or Post Graduate Diploma in Mass Communication or Master's Degree or Post Graduate Diploma in Social Work from a recognized University/Institution; and (ii) Five years' experience in the field of Marketing / Mass Communication / Social Work in Central Government/ State Government/ Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.
3	Assistant Director (Hindi)	(i) Master's Degree/ Post Graduate Degree or equivalent of a recognized University in Hindi with English as a subject at the Degree level; or Master's Degree/Post Graduate Degree or equivalent of a recognized University in English with Hindi as a subject at the Degree level; or Master's Degree/Post Graduate Degree or equivalent of a recognized University in any subject with Hindi and English as subjects at the Degree level; or Master's Degree/Post Graduate Degree or equivalent of a recognized University in any subject with English/Hindi medium and Hindi/English as subjects at the Degree level; and (ii) Five years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa in Central Government/ State Government/ Union Territory Government/ Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.
4	Personal Assistant	(a) Degree from a recognized University; (b) Computer Proficiency Test: The candidate should be proficient at least upto Level-6 of National Skill Qualification Framework. The test shall be qualifying in nature; and (c) Shorthand test in English or Hindi comprising dictation test at hundred words per minute for seven minutes which the candidates shall be required to transcribe in forty-five minutes (English dictation) and in sixty minutes (Hindi dictation) and knowledge of computer. Visually disabled candidates having disability of forty percent and above will be required to transcribe the matter in seventy minutes for English shorthand test and in ninety minutes for Hindi shorthand test. Permissible mistakes: five percent. The permissible mistakes shall be relaxable upto ten percent, if adequate number of qualified candidates (i.e. with five per cent mistakes) are not available in any category against the vacancies advertised.
5	Assistant Section Officer	(i) Bachelor's Degree from a recognized University or equivalent; and (ii) Computer Proficiency Test: The candidate should be proficient at least upto Level-6 of National Skill Qualification Framework. The test shall be qualifying in nature; and (iii) Qualifying Skill Test in Computer Proficiency.
6	Assistant (Computer Aided Design)	Bachelor's Degree in Science with five years' experience in Auto CAD and working knowledge of typography; or Bachelor's Degree in Science with five years' experience in Auto CAD and draftsmanship in the relevant discipline; or Diploma in Engineering in Civil/ Mechanical/ Electrical with five years' experience in Auto CAD and draftsmanship in the relevant discipline.

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7	Stenographer	<p>(i) Bachelor's Degree from a recognized University;</p> <p>(ii) Computer Proficiency Test: The candidate should be proficient at least upto Level-5 of National Skill Qualification Framework. The test shall be qualifying in nature; and</p> <p>(iii) Shorthand Test: English/Hindi Shorthand test at the speed of eighty words per minute which the candidates shall have to transcribe on Computer in fifty or sixty five minutes, respectively.</p> <p>Visually disabled candidates having disability of forty percent and above will be required to transcribe the matter in seventy minutes for English shorthand test and in ninety minutes for Hindi shorthand test.</p> <p>Permissible mistakes: five percent.</p> <p>The permissible mistakes shall be relaxable upto ten percent, if adequate number of qualified candidates (i.e. with five percent mistakes) are not available in any category against the vacancies advertised.</p>
8	Senior Secretariat Assistant	<p>(i) Bachelor's Degree from a recognized University; and</p> <p>(ii) Qualifying Skill Test in Computer Proficiency consisting of:</p> <p>(a) Word Processing Test - 2000 Key Depressions in fifteen minutes;</p> <p>(b) Test in Spread Sheets on Microsoft Excel - fifteen minutes; and</p> <p>(c) Test in Power Point (Microsoft PowerPoint) – fifteen Minutes</p>
9	Junior Secretariat Assistant	<p>(i) Bachelor's Degree from a recognized university;</p> <p>(ii) Computer Proficiency Test: The Candidate should be proficient at least upto Level 5 of National Skill Qualification framework. The test shall be qualifying in nature; and</p> <p>(iii) Typing Speed Test : A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on Computer (thirty five words per minute and thirty words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word) (Time allowed – Ten minutes)</p>
10	Technical Assistant (Lab)	<p>For Mechanical Discipline: Three years diploma in Mechanical with minimum sixty per cent marks (fifty per cent marks for the Scheduled Castes and the Scheduled Tribes).</p> <p>For Chemical Discipline Bachelor's Degree in Science (with Chemistry as one of the main subject) with minimum sixty percent marks (fifty percent for Scheduled Castes and Scheduled Tribes)</p> <p>For Microbiology Discipline Bachelor's Degree in Science (with Microbiology as one of the main subject) with minimum sixty percent marks (fifty percent for Scheduled Castes and Scheduled Tribes)</p>
11	Senior Technician	<p>(i) Matric or its equivalent;</p> <p>(ii) Industrial Training Institute Certificate in any of the following trades: (a) Electrician; (b) Fitter; (c) Carpenter; (d) Plumber; (e) Wireman (f) Welder (the Welder should be also having passed the Welders' Qualifying Test as per the relevant Indian Standard or its equivalent); and</p> <p>(iii) two years' practical experience in the respective trade after having obtained the Industrial Training Institute Certificate or National Apprenticeship Certificate in the relevant trade.</p>
12	Technician	<p>(i) Matric or its equivalent;</p> <p>(ii) Industrial Training Institute certificate in any of the following trades: (a) Electrician; (b) Wireman ; and</p> <p>(iii) National Apprenticeship Certificate in the relevant trade.</p>