

## Qualifications for Non-teaching staff

Sr No	Name of Post	Prescribed Qualification
1	Registrar / Administrative Officer	Master's degree in 2 <sup>nd</sup> class with 10 years' experience out of which 5 years as Assistant Professor  OR Master's degree in 2 <sup>nd</sup> class with administrative experience of at least 10 years in the capacity of Superintendent and above.
2	Office Assistant -cum- Accountant	B. Com with 5 years' experience in the relevant field. Preference will be given to the candidate have knowledge in the Accountancy.
3	Store Keeper	Graduate in any discipline. Knowledge of Computer and Accounts is essential. Preference be given to the candidate having knowledge of Store Keeping.
4	Superintendent	<ol style="list-style-type: none"> <li>1. Graduate of a recognized University or equivalent.</li> <li>2. Knowledge of Hindi up to Matric Standard.</li> <li>3. At least 10 years' experience on a clerical post</li> </ol>
5	Clerk-cum- Typist	<ol style="list-style-type: none"> <li>1. At least graduate from a recognized university.</li> <li>2. Candidate will be required to qualify in a written test and test in type writing as the speed of 30 w.p.m. in English / Hindi.</li> <li>3. Knowledge of Computer, candidate will also be required to qualify the test at the speed of 8000 depression per hour in M.S. Word.</li> </ol>
6	Laboratory Attendant	Diploma in ITI with 2 years' experience. For Science Subjects, Matric with Science & 3 Years' experience on lower post.
7	Library Attendant	<ol style="list-style-type: none"> <li>1. 10+2 with at least 60% marks from any recognized University/State of National Board.</li> <li>2. Neat Handwriting in Hindi and English</li> </ol>