

QUALIFICATION REQUISITES

Non-Teaching Staff.

1. **Librarian.** B.Lib. Science or Graduate with diploma in Library Science from a recognized institute and computer literate with minimum three years experience.
2. **Computer Laboratory Technician.** Minimum 10+2 with one year Diploma in Computer Science and knowledge of Hardware, Peripheral and Networking.
3. **Science Laboratory Attendant.** 10+2 with Science and computer literate.

Administrative Staff

4. **Accountant.**
 - (a) Commerce Graduate or fifteen years service as a clerk in the Defence Services.
 - (b) Basic computer application course of Army/Diploma in Computer Applications of not less than one year duration. Knowledge of double entry system of accounting, excel sheet and accounting software.
 - (c) Minimum 5 years experience as an Accounts Clerk in the Defence Services/reputed organization.
5. **Head Clerk.**
 - (a) Preferably an Ex-Serviceman of clerk category upto the age of 55 years.
 - (b) 5-10 years experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.
 - (c) Computer Savvy – MS Office. etc.
 - (d) Educational Qualification – Minimum Graduate in case of civilian.
 - (e) Should not have any disciplinary case against him in the entire service.
6. **UDC/Accounts Clerk.**
 - (a) B. Com. or fifteen years of service as a clerk (for Ex-Servicemen). Computer literate MS Office, Tally etc.)
 - (b) Computer Savvy (12000 key depression per hour). Knowledge of relevant software applications used by Schools.
 - (c) 5 years experience as a clerk or an accounts clerk in a reputed organization; preferably a school.
7. **Lower Division Clerk (LDC).**
 - (a) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.
 - (b) Knowledge of Computer MS Office (Speed 12000 key depression per hour).
 - (c) Basic knowledge of accounting.
8. **Receptionist.** Same as laid down for LDC, with good communication skills.
9. **Para-medics.** 10+2 and diploma in nursing with minimum five years of experience. A female Paramedic should be given preference.