

2. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

Sl No	Name of the post	Educational & Other Qualifications required
1	Assistant Director (Administration & Finance) [01- Legal & 01 Finance]	<p><u>For Assistant Director (Administration) for Legal</u> i) Degree in law from a recognized university/ Bachelor of law; 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.</p> <p><u>For Assistant Director (Finance)</u> (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 in Central/ State/ Union Territory Government or Statutory/ Autonomous Body/ Public Sector Undertaking/ reputed Government agency.</p>
2	Assistant Director (Marketing & Consumer Affairs)	<p>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.</p>
3	Assistant Director (Library)	<p>(i) Master's Degree (Post Graduate Degree) in Library Science or Library and Information Science from a recognized University or Institution or Post Graduate Diploma in Library Science or Library and Information Science from a recognized University or Institution; and (ii) At least five years' experience in a library under Central Government/ State Government/ Autonomous Body/ Public Sector Undertaking/ recognized University/Institute. Desirable: Diploma in Computer Applications.</p>
4	Assistant Section Officer	<p>(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</p>
5	Personal Assistant	<p>(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 per cent. The permissible mistakes shall be relaxable upto ten per cent, if adequate number of qualified candidates (i.e. with five per cent mistakes) are not available in any category against the vacancies advertised.</p>
6	Junior Translator (Hindi)	<p>(i) Master's Degree/Post Graduate Degree of a recognized University in Hindi with English as a subject at the Degree level; Or Master's Degree/Post Graduate Degree of a recognized University in English with Hindi as a subject at the Degree level;</p>

Sl No	Name of the post	Educational & Other Qualifications required
		<p>or</p> <p>Master's Degree/Post Graduate Degree of a recognized University in any subject with Hindi and English as subjects at the Degree level;</p> <p>Or</p> <p>Master's Degree/Post Graduate Degree of a recognized University in any subject with English/Hindi medium and Hindi/English as subjects at the Degree level;</p> <p>(ii) Diploma or Certificate course in translation from Hindi to English and vice versa; or Two years' experience of terminological work in Hindi or translation work from English to Hindi or vice-versa preferably of technical or scientific literature.</p>
7	Library Assistant	Graduate with recognized Diploma in Library Science with three years' experience.
8	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><i>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.</i></p> <p>Permissible mistakes: five per cent. The permissible mistakes shall be relaxable upto ten per cent, if adequate number of qualified candidates (i.e. with five per cent mistakes) are not available in any category against the vacancies advertised.</p>
9	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 Power Point) – fifteen Minutes</p>
10	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>

3. PROCESS OF RECRUITMENT:

Sl. No.	Name of the post	Maximum age limit	Group of post	Process of Recruitment
1	Assistant Director (Administration & Finance)	35 Years	A	a) On-line Exam; and b) Interview
2	Assistant Director (Marketing & Consumer Affairs)	35 Years	A	a) On-line Exam ; and b) Interview
3	Assistant Director (Library)	35 Years	A	a) On-line Exam ; and b) Interview
4	Assistant Section Officer	30 Years	B	<p>a) On-line Exam; and</p> <p>b) 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]. The test shall be qualifying in nature.</p>

Sl. No.	Name of the post	Maximum age limit	Group of post	Process of Recruitment
5	Personal Assistant	30 Years	B	a) On-line Exam; and b) Shorthand Test . 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. <i>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. The test shall be qualifying in nature.</i>
6	Junior Translator (Hindi)	27 Years	B	a) On-line Exam; and b) Practical Skill Test for Translator. The test shall be <u>qualifying in nature.</u>
7	Library Assistant	27 Years	C	a) On-line Exam ; and b) Practical Skill on Library Science. The test shall be <u>qualifying in nature.</u>
8	Stenographer	27 Years	C	a) On-line Exam; and b) 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. The test shall be <u>qualifying in nature.</u>
9	Senior Secretariat Assistant	27 Years	C	a) On-line Exam; and b) Qualifying Skill Test in Computer Proficiency consisting of: (a) Word Processing Test - 2000 Key Depressions in fifteen minutes; (b) Test in Spread Sheets on Microsoft Excel - fifteen minutes; and (c) Test in Power Point (Microsoft Power Point) – fifteen Minutes
10	Junior Secretariat Assistant	27 Years	C	a) On-line Exam; and b) 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]. The test shall be <u>qualifying in nature</u>

Note:

- Candidates needs to upload proof of educational qualification, caste, experience, etc wherever required, at the time of filling online application
- For the post of Stenographer and Junior Secretariat Assistant, candidates needs to upload proof of Computer Proficiency upto Level-5 of National Skill Qualification Framework, at the time of filling online application
- For the post of Personal Assistant and Assistant Section Officer, candidates needs to upload proof of Computer Proficiency upto Level- 6 of National Skill Qualification Framework at the time of filling online application

4. ON-LINE EXAMINATION: Details regarding structure of On-line Examination; Examination Centres; and other Guidelines / information for appearing in on-line examination, are given below:

A) STRUCTURE OF ONLINE EXAM

i) For the posts of **Assistant Director (Administration & Finance), Assistant Director (Marketing & Consumer Affairs) and Assistant Director (Library)**, the exam shall be of Post-graduate Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	40	40	120 minutes
2.	English Language	40	40	
3.	Quantitative Aptitude	20	20	
4.	For Assistant Director (Finance) - Domain Knowledge in Finance For Assistant Director (Legal) - Domain Knowledge in Law For Assistant Director (Marketing & Consumer Affairs) - Domain knowledge on Public Relations/ Publicity/ Advertising/ Scientific Journalism For Assistant Director (Library) - Domain knowledge on Library Science	50	50	
Total		150	150	

The candidates will be required to secure atleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for interview.

ii) For the posts of **Assistant Section Officer, Personal Assistant, Stenographer, Senior Secretariat Assistant and Junior Secretariat Assistant**, the exam shall be of Graduate Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	50	50	120 minutes
2.	General Awareness	25	25	
3.	Quantitative Aptitude	25	25	
4.	English Language	50	50	
Total		150	150	

The candidates will be required to secure atleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for next selection process.

iii) For the post of **Junior Translator (Hindi) and Library Assistant**, the exam shall be of Graduate Level comprising of the following syllabus:

Sl. No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	50	50	120 minutes
2.	General Awareness	25	25	
3.	English Language	25	25	
4.	For Junior Translator (Hindi) - Domain knowledge on General Hindi & Vocabulary For Library Assistant - Domain knowledge on Library Science	50	50	
Total		150	150	

The candidates will be required to secure atleast 50 % marks in aggregate out of total maximum marks in the on-line examination, to be considered for next selection process.