

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Assistant Section Officer (Hindi Translator)</b>
Number of Post	:	1 (One)
Reservation	:	OBC
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications	:	Bachelor's Degree in Hindi from a recognized University with English as a compulsory subject
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Post graduate degree in Hindi / English</li><li>• Five years' experience in translation in Central / Autonomous bodies / PSUs / State Government / Government aided / Self-financing Colleges / University</li><li>• Working in computerized environment and usage of Hindi software</li><li>• Good command over English &amp; Hindi</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- To assist in the implementation of the Official Language policy of Government of India
- To translate official correspondences / Academic literatures / documents / records etc.,
- from English to Hindi and vice-versa
- To assist in preparation of submit reports & returns
- Any other work as may be assigned by Higher Authorities from time to time

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technical Assistant Gr. II (Console Operator)</b>
Number of Post	:	1 (One)
Reservation	:	EWS
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Computer Science & Engineering / Information Technology from a recognized Institution with 10 years of working experience in relevant field  OR  B.E./ B.Tech. in Computer Science and Engineering / Information Technology from a recognized University or its equivalent with 5 years of working experience in the relevant field
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Postgraduate Diploma programme in IT domain</li><li>• Networking &amp; Security Certification</li><li>• Server Technologies certification</li><li>• Web developer</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- To assist the course participants during practice sessions of training programme.
- Configuration and Maintenance of Software and Hardware Firewall systems
- Design and Development of Enterprise Web Applications using web framework
- Configure and Maintain of Core and distribution switches in the network
- Periodical Backup processing
- Maintain the Log register of Software and hardware systems
- Perform the purchase operations through Govt. of India portal
- Maintenance of Mail box and domain servers
- Maintenance of Web Portal

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technical Assistant Gr. II (Junior Draughtsman) [in the field of Civil]</b>
Number of Post	:	1 (One)
Reservation	:	SC
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Civil Engineering with 10 years of working experience in relevant field  OR  B.Tech. / B.E. in Civil Engineering with 5 years of working experience in the relevant field
Desirable experience	:	<ul style="list-style-type: none"><li>• Knowledge in AutoCAD, Total Station, GPS and REVIT Architecture</li><li>• Exposure to 3D modeling</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Secretariat Assistant (Sergeant)</b>
Number of Post(s)	:	1 (One)
Reservation		EWS
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in any discipline or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Five years of experience as Sergeant or equal position in Central / State Govt. Offices including Government of India undertakings / large and reputed private sector organizations</li><li>• A good physique with knowledge of Liaison and fire safety</li><li>• Ex-Serviceman or Para Military / State Police with a good track record of service</li><li>• Experience in Academic Institutions / Universities</li><li>• Should clear the physical test for the required job profile</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- Monitor the security and housekeeping services provided by the outsourced agencies, both in the institute's campus and in the Quarters campus
- Ensure proper opening / closing of all department buildings and further to act as custodian of keys of the Institute.
- In-charge of maintenance and upkeep of firefighting systems in the institute's campus
- Render necessary service as and when required in case of emergency
- Checking and monitoring the surveillance system of the institute
- Any other work assigned by the higher authority

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Secretariat Assistant (Steward)</b>
Number of Post(s)	:	1 (One)
Reservation		OBC
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in Hotel Management from recognized institution or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Two years experience in a recognized Institutional Hostel or catering establishment of reputed Guest House of Govt./ Autonomous organization with sound knowledge of House-keeping, hospitality and catering arrangements.</li><li>• Experience in maintenance of stores, stock and office accounts and supervision of kitchen and other staff</li><li>• Knowledge of computer applications</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- To remain up to date in terms of knowledge and competencies with regard to hospitality industry with respect to handling guest, room maintenance and food preparation
- To coordinate with course coordinator/administration to provide excellent boarding and lodging facilities to students/trainees/guest
- To develop a multicuisine menu for cliental system
- To update and maintain all registers like consumable and non-consumable
- To maintain hygiene standards in rooms and kitchen environment
- To take care of good service to students/participants/guests.
- To inspect every activity in the kitchen for ensuing the FSSAI.
- To coordinate with the housekeeping personnel for ensuring cleanness in guest house environment.
- Supervision of food and beverage services
- Excellent communication and interpersonal skills
- Overall supervision of the Guest Houses

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Secretariat Assistant (Stenographer)</b>
Number of Post(s)	:	4 (Four)
Reservation	:	OBC-3, EWS-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	<ul style="list-style-type: none"><li>• Bachelor's Degree in any discipline or equivalent</li><li>• Speed in English Shorthand 100 w.p.m. and English Typing @ 40 w.p.m.</li></ul>
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Three years experience as Stenographer in University / Research Establishment / Central / State Govt. / PSU / Autonomous Bodies / Private organisation</li><li>• Proficiency in computer application</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Technician( in the field of Electronics/ECE)</b>
Number of Post	:	1 (One)
Reservation	:	OBC-1
Pay level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with ITI holders in Electronics having 10 years experience in relevant field  OR  School Final or its equivalent (Class 10) with 3 years Diploma in Electronics & Communication Engineering with 7 years of experience in relevant field
Desirable Experience	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Technician( in the field of IT/CSE)</b>
Number of Post(s)	:	1 (One)
Reservation		UR-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with ITI holders in Information Technology having 10 years experience in relevant field  OR  School Final or its equivalent (Class 10) with 3 years Diploma in Computer Science Engineering with 7 years of experience in relevant field
Desirable Qualifications / Experience	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years



**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Junior Secretariat Assistant (JSA)</b>
Number of Post(s)	:	2 (Two)
Reservation	:	SC – 1 & EWS - 1
Pay Level	:	Pay Level 2 (Rs.19,900 – 63,200)
Essential Qualifications and Experience	:	Passed 10 <sup>th</sup> +2 or its equivalent examination* and having minimum typing speed of 30 w.p.m. in English.
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Graduate from a recognized University</li><li>• Not less than one year experience in Government or Quasi Government or autonomous organization / Private organization, preferably in educational institution</li></ul>
Age	:	Not exceeding 35 Years

\*Equivalence certificate should be produced

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technician (in the field of IT/CSE)</b>
Number of Post	:	1 (One)
Reservation	:	UR-1
Pay level	:	Pay Level 2(Rs.19,900 - 63,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with ITI holder in Information Technology having 5 years experience in the relevant field  OR  School final or its equivalent (Class 10) with 3 years diploma having 2 years experience in Computer Science in the relevant field
Desirable Qualifications	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Multi-Tasking Staff</b>
Number of Post	:	6 (Six)
Reservation	:	UR-2, EWS-1, OBC-2, SC-1
Pay level	:	Pay Level 1 (Rs.18,000 - 56,900)
Essential Qualifications and Experience	:	Passed School Final (Class X) or its equivalent examination*.
Desirable Qualifications	:	One year working experience in a Government or Quasi Government or autonomous organisation preferably in educational institution
Upper Age Limit	:	Not exceeding 35 Years

\* Equivalency certificate should be submitted

**Job Description:**

- General cleanliness and upkeep of the Section/Unit.
- Carrying files and papers within the building.
- Physical maintenance of records of the Section.
- Photocopying, sending of mails, etc.
- Other non-clerical work in the Section/Unit.
- Assisting in routine office work like the diary, dispatch, etc.
- Assisting on the computer.
- Cleanliness of rooms, dusting of furniture, etc.
- Delivering Dak (outside the building).
- Watch and ward duties.
- Opening & Closing of rooms.
- Cleaning of the building, fixtures, etc.
- Work related to his/her ITI qualifications, if it exists.
- Driving of vehicles, if in possession of a valid driving license.
- Upkeep lawns, parks, potted plants, etc.
- Any other work assigned by the superior authority.

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Multi-Tasking Staff ( Driver)</b>
Number of Post	:	2 (Two)
Reservation	:	UR-2
Pay level	:	Pay Level 1 (Rs.18,000 - 56,900)
Essential Qualifications and Experience	:	<ul style="list-style-type: none"><li>• Passed School Final (Class X) or its equivalent examination*.</li><li>• Must possess a valid Light Motor Vehicle (LMV) License</li></ul>
Desirable Qualifications	:	<ul style="list-style-type: none"><li>• Possession of Public Service Vehicle Badge / Heavy Motor Vehicle (HMTV) License</li><li>• One year work experience as driver in a Government or Quasi Government or autonomous organisation</li><li>• Knowledge of automobile mechanism and minor repair work</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

\* Equivalency certificate should be submitted

**Job Description:**

- Driving vehicles for official purposes.
- Proper maintenance of Office vehicles in running condition.
- Maintaining logs of trips, mileage, purchase of fuel, repairs, replacements and other records relating to vehicles.
- Maintaining Registration, Fitness Certificates, and other mandatory certification relating to vehicles.
- Minor repair of Office Vehicles.
- Assisting in loading and unloading of luggage/goods.
- Dispatch documents/parcels in person, when required.
- Any other duties assigned by Director, Senior Administrative Officer and Vehicle-in-Charge.