

PRINCIPAL

PAY SCALE : LEVEL – 12 (Rs.78800-209200) in the Pay Matrix

AGE LIMIT : Minimum – 35 years and Maximum-50 years

Post Name	Qualification(s) & Experience
PRINCIPAL	<p>Essential Qualifications:</p> <p>(a.) Academic</p> <p>i) Masters Degree from a recognized university with at least 45% marks in aggregate.</p> <p>ii) B.Ed or equivalent teaching degree.</p> <p>(b.) Experience</p> <p>(i) Person holding analogous post or posts of Principal in Central/State Govt./ Autonomous organizations of Central/ State Govt. in the PAY MATRIX LEVEL- 12 (Rs.78800-209200).</p> <p>OR</p> <p>(ii) Vice-Principal/Assistant Education Officers in Central/State Govt./ Autonomous organizations of Central/State Govt. in the PAY MATRIX LEVEL -10 (Rs.56100-177500) with combined services of 05 years as PGT and 02 years as Vice-Principal.</p> <p>OR</p> <p>(iii) Person holding post of PGTs or Lecturer in Central/State Govt./ Autonomous organizations of Central/State Govt. in the PAY MATRIX LEVEL -08 (Rs.47600-151100) or equivalent with at least 8 years' regular service in the aforesaid grade.</p> <p>OR</p> <p>(iv) 15 years combined regular services as TGT in the PAY MATRIX LEVEL -7 (Rs.44900-142400) and PGT in the PAY MATRIX LEVEL-8 (Rs.47600-151100) out of which 03 years as PGT.</p> <p>Desirable Qualifications:</p> <p>Knowledge of Computer application.</p>

VICE –PRINCIPAL

PAY SCALE : LEVEL – 10 (Rs. 56100-177500) in the Pay Matrix

AGE LIMIT: Minimum – 35 years and Maximum - 45 years

VICE PRINCIPAL	<p>Essential Qualifications :</p> <p>(a) Academic:</p> <p>i) Masters Degree from a recognized university with at least 50% marks in aggregate.</p> <p>ii) B.Ed or equivalent teaching degree.</p> <p>(b) Experience:</p>
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	<p>(i) 02 years' experience of working on the post of Vice-Principal in Central/State Govt./Autonomous organization of Central/State Govt. OR 06 years' experience of working on the post of PGT or Lecturer in Central/State Govt./Autonomous organization of Central/State Govt.; OR 10 years' combined experience of working as PGT or Lecturer and TGT in the Central/State Govt./Autonomous organizations of Central/State Govt. of which at least 3 years should be of working on the post of PGT or Lecturer.</p> <p>Desirable: Basic knowledge of working on Computer.</p>
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POST GRADUATE TEACHER (PGT)

Sl. No.	SUBJECT
1	English
2	Hindi
3	Physics
4	Chemistry
5	Economics
6	Commerce
7	Mathematics
8	Biology
9	History
10	Geography
11	Computer Science
12	Bio-Technology

PAY SCALE : LEVEL – 8 Rs. 47600-151100/- in the Pay Matrix
UPPER AGE LIMIT: 40 Years

QUALIFICATIONS:

ESSENTIAL QUALIFICATIONS FOR POSTS AT SL. No. 1 to 10

- (a) Two Year Integrated Post Graduate M.Sc. Course of Regional College of Education of NCERT in the subject concerned.

OR

Master's Degree from a recognized university with at least 50% marks in aggregate in the following subjects.

Sl. No.	Post (Subject)	Subject (s) at Post Graduate level
1	PGT (English)	English
2	PGT (Hindi)	Hindi or Sanskrit with Hindi as one of the subjects at Graduate level
3	PGT (Physics)	Physics/Electronics/Applied Physics/Nuclear Physics
4	PGT (Chemistry)	Chemistry/Bio Chemistry
5	PGT (Economics)	Economics/Applied Economics/ Business Economics
6	PGT (Commerce)	Master's degree in Commerce. However, holder of Degree of M.Com in Applied/ Business Economics shall not be eligible.

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7	PGT (Mathematics)	Mathematics/Applied Mathematics
8	PGT (Biology)	Botany/Zoology/Life Sciences/Bio Sciences/Genetics/ Micro-Biology/Bio-Technology/Molecular Biology/Plant Physiology provided they have studied Botany and Zoology at Graduation level
9	PGT (History)	History
10	PGT (Geography)	Geography

- (b) B.Ed. or equivalent degree from a recognized University.
(c) Proficiency in teaching in Hindi and English media.

Desirable Qualifications: Knowledge of Computer Applications.

PGT (COMPUTER SCIENCE)

QUALIFICATIONS:

i) ESSENTIAL QUALIFICATIONS

PGT (Computer Science)	<p>Essential:</p> <p>1. At least 50% marks in aggregate in any of the following:</p> <p>B.E or B.Tech. (Computer Science/ IT) from a recognized University or equivalent Degree or Diploma from an institution/ university recognised by the Govt. of India.</p> <p>or</p> <p>B.E or B.Tech. (any stream) and Post Graduate Diploma in Computers from a recognized University</p> <p>or</p> <p>M.Sc. (Computer Science)/ MCA or Equivalent from a recognized University</p> <p>or</p> <p>B.Sc. (Computer Science) / BCA or Equivalent and Post Graduate degree in subject from a recognized University</p> <p>or</p> <p>Post Graduate Diploma in Computer and Post Graduate degree in any subject from a recognized University</p> <p>Or</p> <p>'B' Level from DOEACC and Post Graduate degree in any subject</p> <p>or</p> <p>'C' Level from 'DOEACC' Ministry of Information and Communication Technology and Graduation.</p> <p>ii) Proficiency in teaching Hindi and English.</p>
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Note: For subsequent promotion the incumbent will have to acquire B.Ed. or equivalent degree.

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PGT (BIO-TECHNOLOGY)

QUALIFICATIONS:

i) ESSENTIAL QUALIFICATIONS

PGT (Bio-Technology)	Essential: i. At least 50% marks in aggregate in any of the following: Master Degree in Bio-Technology/Genetics/Micro Biology/Life Science/Bio-Science/Bio-Chemistry ii) Proficiency in teaching Hindi and English.
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Note: For subsequent promotion the incumbent will have to acquire B.Ed. or equivalent degree.

FOR TRAINED GRADUATE TEACHER (TGT)

S. No.	POST
1	English
2	Hindi
3	Social Studies
4	Science
5	Sanskrit
6	Mathematics
7	Physical & Health Education (P&HE)
8	Art Education (AE)
9	Work Experience (WE)

PAY SCALE : LEVEL - 7: Rs. 44900-142400/- in the Pay Matrix

UPPER AGE LIMIT: 35 years

QUALIFICATIONS

ESSENTIAL QUALIFICATION FOR THE POSTS AT SL. NO. 1 TO 6

- (a) Four years' Integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate.

OR

Bachelor's Degree with at least 50% marks in the concerned subjects/combination of subjects and in aggregate. The electives subjects and Languages in the combination of subjects as under:

Sl. No.	Post (Subject)	Subject(s) at Graduation Level
1	TGT (English)	English as a subject in all the three years.
2	TGT (Hindi)	Hindi as a subject in all the three years.
3	TGT(S. St)	Any two of the following:

		History, Geography, Economics and Pol. Science of which one must be either History or Geography.
4	TGT (Science)	Botany, Zoology and Chemistry.
5	TGT (Sanskrit)	Sanskrit as a subject in all the three years.
6	TGT (Math)	Bachelor Degree in Mathematics with any two of the following subjects: - Physics, Chemistry, Electronics, Computer Science, Statistics

- B.Ed or equivalent degree from a recognized University.
- Pass in the Central Teacher Eligibility Test (CTET) Paper-II, conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.
- Proficiency in teaching in Hindi and English medium.

Desirable: Knowledge of Computer Applications.

TGT (P&HE, AE & WE)

PAY SCALE : LEVEL - 7: Rs. 44900-142400/- in the Pay Matrix
UPPER AGE LIMIT : 35 years

QUALIFICATIONS

Post (Subject)	Qualification (s) & Experience
TGT (P & HE)	Essential: Bachelor Degree in Physical Education or equivalent.
TGT (AE)	Essential: 1. Five years' recognized Diploma in Drawing and Painting/ Sculpture/ Graphic Art or Equivalent recognized Degree 2. Working knowledge of Hindi & English. Desirable: Working knowledge of Computer Applications.
TGT (WE)	Essential: ELECTRICAL GADGETS AND ELECTRONICS: i) Three years Diploma after Higher Secondary in Electrical. Electronics Engineering from an institution recognized by State Govt./ Govt. of India. (The minimum qualification for admission to the Diploma Course should be at least Higher Secondary). or Degree in Electrical or Electronics Engineering from a recognized University. or Graduate in Electrical or Electronics Engineering from a recognized University. ii). Working knowledge of Hindi and English. Desirable: i) One year practical experience in a recognized workshop institution/factory. ii) Knowledge of Computer Applications.

LIBRARIAN

PAY SCALE : LEVEL - 7: Rs. 44900-142400/- in the Pay Matrix
UPPER AGE LIMIT : 35 years

Sl. No.	Post(Subject)	Qualification (s) & Experience
	LIBRARIAN	Essential: i) Bachelor degree in Library Science OR Graduate with one year diploma in Library Science from a recognized institution. ii) Working knowledge of Hindi and English.

Desirable: Knowledge of Computer Application

PRIMARY TEACHER (MUSIC)

PAY SCALE : LEVEL - 6 Rs. 35400-112400/-in the Pay Matrix
UPPER AGE LIMIT : 30 YEARS
QUALIFICATIONS

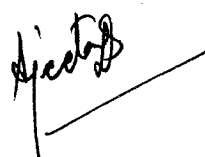
Post	Qualification (s)
PRIMARY TEACHER (MUSIC)	Essential: i) Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent and Bachelor Degree in Music or equivalent from a recognized University. ii) Competence to teach through English\Hindi medium. Desirable: Knowledge of Computer Applications.

Note: Candidates who have obtained Diploma in Music are not eligible for the post of PRT (Music).

FINANCE OFFICER

PAY SCALE : LEVEL - 7: Rs. 44900-142400/- in the Pay Matrix
AGE LIMIT : Maximum-35 years

Post Name	Qualification(s) & Experience
Finance Officer	Essential: i) B.Com with 50% marks in the aggregate and atleast 4 years post qualification experience in the Audit and Accounts works. OR M.Com with 50% marks and at least 3 years post qualification experience in the Audit and Accounts works. OR CA (Inter) or ICWA (Inter) or MBA (Finance) or PGDM (Finance) (2 years full time or 3 years part time) with 2 years post qualification experience in the Audit and Accounts works. ii) Knowledge of Computer Applications.



ASSISTANT ENGINEER (CIVIL)

PAY SCALE : LEVEL - 7: Rs. 44900-142400/- in the Pay Matrix

AGE LIMIT : Maximum-35 years

Post Name	Qualification(s) & Experience
Assistant Engineer (Civil)	<p>Essential:</p> <p>i) Graduate in Civil Engineering from a recognized University.</p> <p>ii) 2 years' experience in design and engineering in concerned branch.</p> <p>OR</p> <p>3 years Diploma in Civil Engineering from a recognized Institute and 5 years' experience in concerned branch.</p>

ASSISTANT SECTION OFFICER

PAY SCALE : LEVEL - 6 Rs. 35400-112400/-in the Pay Matrix

AGE LIMIT: Maximum-35 years

Post Name	Qualification(s) & Experience
Assistant	<p>Essential:</p> <p>Graduate with 3 years' experience as UDC in Central/State Govt./Autonomous Bodies/Public Sector Undertakings.</p> <p>Desirable:</p> <p>Knowledge of Computer Applications</p>

HINDI TRANSLATOR

PAY SCALE : LEVEL - 6 Rs. 35400-112400/-in the Pay Matrix

AGE LIMIT: Maximum-35 years

Post Name	Qualification(s) & Experience
Hindi Translator	<p>Essential:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p>



	<p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>
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SENIOR SECRETARIAT ASSISTANT

PAY SCALE : LEVEL – 4 (Rs.25500-81100) in the Pay Matrix

AGE LIMIT: Maximum-30 years

Post Name	Qualification(s) & Experience
SENIOR SECRETARIAT ASSISTANT	<p>Essential:</p> <p>Graduate</p> <p>Experience</p> <p>Three years' experience as LDC in Central Govt./ State Govt./Autonomous Bodies/Public Sector Undertakings</p> <p>Desirable: Knowledge of Computer Applications.</p>

STENOGRAPHER GRADE - II

PAY SCALE : LEVEL – 4 (Rs.25500-81100) in the Pay Matrix

AGE LIMIT: Maximum-27 years

Post Name	Qualification(s) & Experience
Stenographer Grade-II	<p>Essential:</p> <p>i) 12th pass or equivalent from a recognized Board or University.</p> <p>ii.) Skill test Norms</p> <p>Dictation : 10 mts @ 80 w.p.m</p> <p>Transcription:</p> <p>50 mts (Eng) 65 mts (Hindi)</p> <p>(On computer)</p>

JUNIOR SECRETARIAT ASSISTANT

PAY SCALE LEVEL – 2 (Rs.19900-63200) in the Pay Matrix

AGE LIMIT: Maximum-27 years

Post Name	Qualification(s) & Experience
JUNIOR SECRETARIAT ASSISTANT	<p>Essential:</p> <p>i) Essential:</p> <p>i) Class XII pass or equivalent qualification from recognized board or university.</p> <p>ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</p> <p>iii) Working knowledge of Hindi.</p> <p>iv) Knowledge of Computer Applications.</p>

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