

QUALIFICATION

ADMINISTRATIVE OFFICER

Graduate in Arts or Sciences with 1st Class, or Graduate in Arts or Sciences with 2nd Class and Master's Degree or Master's degree 2nd Class, or Degree in Laws, 7 Years administrative and office experience in a responsible position either in academic or business organisation of repute or in Government Departments of which at least 2 years experience must be in a first grade educational institution or a University in a supervisory capacity; should be conversant with office administration and work connected with academic and establishment matters. Experience in handling agenda, minutes and procedures of meetings desirable.

SUPERINTENDENT

Graduate with minimum of 55% marks from the recognized University or its equivalent and 15 years experience in Admn/Accounts and finance out of which at least five years experience as senior Assistant or equivalent post in the scale of Sr. Assistant. Persons having experience of work in engineering college/technical institution/universities/organizations of repute will be preferred. Knowledge of Computer will be considered on additional merit.

INSTRUCTOR WORKSHOP (BLACK SMITHY)

Diploma in appropriate trade with 03 years experience or National Trade Certificate in appropriate trade with 08 years experience in the similar workshop.

CLERK

B.Com with minimum of 55% marks from recognized university or M.Com.

Must have typing speed of 40 w.p.m in English and 30 w.p.m in Punjabi. Knowledge of Computer will be preferred.

TECHNICIAN

1. Matric
2. Diploma in relevant branch from State Board of Technical Education or National Trade Certificate in relevant trade with three years practical experience

ATTENDANT

Middle pass with minimum 55% marks or its equivalent with Punjabi from a recognized school/ institution/ board of repute or its equivalent. Preference will be given to Matric pass.