

### पात्रता मापदंड/Eligibility Criteria

क्र सं./Sr. No.	पद का नाम/Name of the Post	शैक्षिक योग्यता और अनुभव / Educational Qualifications & Experience	आयु सीमा/Age Limit	चयन प्रक्रिया Selection Process
1.	सहायक (प्रशासन)/Assistant (Admin) Level 4	i. Graduate from a recognized university/ institution. ii. At least 2 years experience in Administration. iii. Typing speed of at least 40 wpm in English / Hindi.	27 वर्ष*	written / skill test
2.	मशीन मेकैनिक /Machine Mechanic Level 4	Competency "A" i) Educational qualification: 10th or above ii) Full time three year diploma after 10th from recognised state, central Board of Technical education and Training in Mechanical engineering/Mechatronics Engineering/Instrumentation Technology. OR Full time two years Diploma after 10th from recognised ITI / NSTI / IDTR / IGTR in Machinist/Mechanic Machine Tools Maintenance /Technician Mechatronics /Textile Mechatronics(NSQF level 5). OR Full time two years Diploma after 12th from recognised ITI / NSTI / IDTR / IGTR in instrument Mechanic/Mechanic Industrial Electronics (NSQF level 5). OR Full time six months NCVT certificate in industrial Sewing Machine Technician (NSQF Level 3). Experience: Post Qualification of three years of experience (for 03 years diploma after 10th), 04 years of experience(NSQF level 5 after 10th), 02 years of experience (for NSQF level 5 after 12th) and 06 years of experience (for NSQF level 3) in repair and maintenance of cutting/sewing/finishing machines in garment manufacturing organisation/training institute. Competency "C" i) 10th or above Full time two years Diploma after 10th from recognised ITI /NSTI / IDTR/ IGTR/ NCVT National Apprenticeship certificate (NAC) or National Trade certificate (NTC) in trade of fitter/ Turner/Machinist/Mechanic /Tool & Die Maker (NSQF level 5). OR Full time three years Diploma after 10th in Mechanical Engineering branch from AICTE approved institute/ recognised Board/ University. Experience : Post qualification 03 years of experience (for 03 years diploma after 10th) and 04 years of experience (for NSQF level 5) with knowledge of operating and repairing and maintenance of general workshop machineries in the field of solid metal working, sheet metal working, wood working, plastic working machines i.e Lathe, Milling, Thermforming, Injection moulding, metal casting, CNC machines, like 3D printing, Laser cutting and water jet cutting, etc.	27 वर्ष*	written / skill test

3.	सहायक (वित्त एवं लेखा) Assistant (Finance & Accounts) Level 4	i. Bachelor's Degree in Commerce from recognized University / Institution with two years' experience in Finance and Accounts matters. Or Master's Degree in Commerce from recognized University / Institution with one-year experience in Finance and Accounts matters.  ii. Working Knowledge of Accounting Software	27 वर्ष*	written / skill test
4.	सहायक वार्डन (छात्रा) Assistant Warden (Girls) Level 4	Qualification: Graduate from a recognized University/Institution  Experience: Minimum one year experience as Assistant Warden in an educational institution under Central Government/State Government/Autonomous Bodies	27 वर्ष*	written test
5.	आशुलिपिक ग्रेड III Stenographer Grade – III Level 4	i. Graduate from a recognized University/ Institute.  ii. Minimum speed of 80 wpm in shorthand and 40 wpm in typing  iii. Minimum 2 years' experience in Govt./ Semi Govt./ State Govt/UT/Autonomous Organization/PSU.  iv. Proficiency in Computer Operation	27 वर्ष*	written / skill test
6.	नर्स Nurse/ Level 4	i) B. Sc (Hons.) in Nursing from a recognized University or Institute/Regular course in B.Sc. Nursing from a recognized university or Institute/Post basis B.Sc. (Nursing) from a recognized university or Institute ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council. iii) Six months experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned above. OR i) Diploma in General Nursing and midwifery from a recognized board or council. ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council. iii) Two & Half years experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned above.	27 वर्ष*	written test
7.	कनिष्ठ सहायक/ Junior Assistant Level 2	i) Passed 10+2 examination from a Board or its equivalent recognized by the Government. ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi iii) Computer proficiency, which includes: a) Competency in MS Word / applicable software for written / mail correspondence b) Competency in management of mail accounts c) Competency in retrieving information through search applications iv) Candidates who have done diploma in Computers shall be given preferential weightage.	27वर्ष *	written / skill test
8.	लैब सहायक/ Lab Assistant Level 2	i) Competency "A" Educational qualification 10th or above Professional qualification : Full time one year or two year Diploma/certificate after 10th (NSQF level 4 or 5) or from any Govt. recognised institute/ITI in Apparel manufacturing Technology, sewing technology,Fashion Design and Technology. OR	27वर्ष *	written / skill test

		<p>Full time one year certificate after 8th in cutting &amp; sewing or two year full time certificate after 8th in pattern making Engineering (NSQF level 3)</p> <p>OR</p> <p>One year certificate course after 12th from NIFT in clothing production technology(CPT). Garment production technology &amp; apparel Design (GPTAD), Fashion &amp; clothing (FCT), FIAI and other relevant program from NIFT or any Govt recognised institute. Experience: Post qualification of three years of experience(for one year certificate after 12th ), 04 years of experience ( for NSQF level 5), 05 years of experience(for NSQF level 4) and 06 years of experience(for NSQF level 3) in the relevent /related field with skill of pattern making and garment construction techniques and ability to work on /operate machinery used in garment production.</p> <p>ii) Competency C1</p> <p>Educational Qualification: 10th or above.</p> <p>Professional Qualification: Full time two year Diploma /certificate after 10th (NSQF level 4 or 05) from any Govt recognised institute /ITI/ in Additive Manufacturing Technician/ Turner / Fitter machinist.</p> <p>OR</p> <p>Full time one year certificate (NSQF level 3 or 4 ) from any Govt recognised institute /ITI in Leather Goods maker/Carpentry.</p> <p>Experience : Post qualification of 04 years of experience(for NSQF level 5), and 05 years of experience ( for NSQF level 4), 06 years of experience(for NSQF level 3) in the relevent /related field with operational knowledge of general workshop machinery i.e lathe,milling, wood working machinery, therfoforming,injection moulding, metal casting, added advantage with experience in CNC machines.</p> <p>OR</p> <p>Skill of pattern making &amp; construction, components, costing, processes, materials, in leather goods industry.</p> <p>OR</p> <p>Skill of furniture making handicrafts, with full knowledge of production, finishes, equipment, tools and machinery.</p> <p>iii) Competency C 2</p> <p>Educational Qualification: 10th or above.</p> <p>Professional Qualification: Full time one year or two year Diploma /certificate after 10th (NSQF level 4 or 05) from any Govt recognised institute /ITI/ in the trade Jewel Smith.</p> <p>Experience : Post qualification of 04 years of experience(for NSQF level 5), and 05 years of experience ( for NSQF level 4) in the relevent/related field with hand on experience in jewellery &amp; silverware making, knowledge of handcrafted and cast gold &amp; studded jewellery making, master making &amp; related materials, processes and understanding of materials, processes, equipments, tools, &amp; machinery.</p>		
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9.	<p>पुस्तकालय सहायक/ Library Assistant Level 2</p>	<p>i) Graduate from a recognized University / Institution with diploma in Library Science OR Bachelors’ Degree in Library Science from recognized University/Institution.</p> <p>ii) At least one year working experience in a well established Library.</p>	27वर्ष *	Written test