

1 ENGINEER (C) [MECHANICAL – ONE POST – UNRESERVED]

Qualification & Experience:

- (a) Full Time Degree in Engineering (B.E/B.Tech with aggregate of 60% marks) from a recognized university/institute in Mechanical Engineering.
- (b) Minimum 3 years of work experience in handling the following work;
 - Installation, Operation and Maintenance of large HVAC (Heating, Ventilation and Air-conditioning) system having Chillers, Pumps, Cooling Towers, AHUs & FCUs, ventilation system, dedicated HVAC system with package ACs, Window & Split ACs, etc. in the Institutions/ commercial building/hospitals/hotels
 - Well versed with design and system selection of components of large HVAC system, preparation of tender specification, drawing, estimation of cost, tender scrutiny & award of contract, execution of work through interaction with vendor including certification of measurement and payment.

Desirable Qualification and Experience:

Experience in Operation and maintenance of large, chilled water-based HVAC system with in house trained staff. Knowledge of relevant national & international code (including CPWD) related to HVAC. Familiar of use of personal computer

Mode of Recruitment: Personal Interview.

2 ENGINEER (C) [CIVIL] - ONE POST – SCHEDULED TRIBE

Qualification & Experience:

- (a) Full Time Degree in Engineering (B.E/B.Tech with aggregate of 60% marks) from a recognized university/institute in Civil Engineering.
- (b) Minimum 3 years of work experience in handling the following work.
 - Experience in Maintenance of Buildings (Multi Storey Residential/ Commercial/Institutional/Industrial). Well versed with CPWD Norms, SOP, tendering, works contracts & contract management, Costing and estimates viz. BOQ, rate analysis, etc. from drawings and on-site assessment, Preparation of R.A. bills and Final bill, well versed with knowledge of advance construction materials & different construction techniques, etc.

- Proficiency in the usage of computers with AutoCAD, Staad pro, ESTA, preparation of Tender Documents as per CPWD norms, etc.

Desirable Experience:

To plan and execute maintenance of existing civil infrastructure and related project Works. Candidate is expected to study the requirements, preparation of required drawings, estimates, tender & its scrutiny, verification of R.A. and final bills including taking & recording measurements, co-ordinate with contractors, execution of contract and its management, maintaining records and any other work assigned from time to time. Candidate shall also carry out day to day supervision & maintenance of campus including buildings, water supply, drainage, repair, and maintenance works, renovation, Upgradation works etc. and ensuring its timely completion in a quality manner.

Mode of Recruitment: Personal Interview.

3 SCIENTIFIC OFFICER (C) - ONE POST – SCHEDULED TRIBE

Qualification & Experience

- (a) Full time Degree in Electronics / Electronics and (Tele) Communications Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute.
- (b) Minimum 1-2 years' experience in designing and debugging of high speed analog, digital and VLSI circuits

Desirable Qualification and Experience:

Knowledge on electronics and data acquisition systems for experiments using particle detectors particularly end-end design of electronics on PCBs. Knowledge of Firmware programming in Verilog or VHDL would be an added bonus. Familiarity with high-speed data proto-cols such as Ethernet will be an advantage. Knowledge of C/C++ or Python, using Zynq systems, simulation tools like SPICE, LTSpice or similar for analog circuit design would be desirable.

Job Requirements:

The selected candidates are expected to study, design and debug low noise analog circuits as well as high speed digital and VLSI systems using CPLDs and FPGAs. Experience in hardware description languages, programming soft processors and high-speed data links will be essential requirements.

Mode of Recruitment: Personal Interview.

4 SCIENTIFIC OFFICER (C) - ONE POST – UNRESERVED

Qualification & Experience

- (a) Full Time Masters degree in Computer Science/Information Technology (with aggregate of 60% marks) from a recognized university/ institute.

OR

- (a) Full time Degree in engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in Computer Science/Computer Engineering / Electronics / Electronics and Telecommunications/Electrical Engineering
- (b) Minimum 01-year experience in System Administration.

Essential Qualification and Experience (Candidates are expected to have at least three of the qualifications):

Linux System administration
Knowledge of computer architecture, storage and computer networking
Proficiency in shell scripts, C++, Python
Knowledge of job schedulers such as PBS, SLURM, Bright Cluster Management Tool, etc. for High-Performance and High-Throughput Computing systems
Maintenance of software and hardware of large data centers
Knowledge of IT security
Knowledge of cloud-based computation and storage resources

Desirable Qualification and Experience:

Ability to learn on the job.
Strong interpersonal skill and ability to function in team environment.
Experience in installing IT infrastructure in large computing clusters and storage farms both on-the-premise and in the cloud.
Experience in installation, upgrade and maintenance of software/environments for Python, IDL, Mathematica, Matlab.
Experience in testing and benchmarking software libraries.
Well versed in problem solving and trouble shooting.
Knowledge of database management systems.
Proficiency in programming languages like PERL JAVA, MATLAB, MATHEMATICA.

Job Requirements:

The Scientific Officer C is responsible for effective provisioning, installation/configuration, operation, maintenance of system hardware, software and related infrastructure for the entire department. The individual participates in technical research and development to enable continuing innovation within the infrastructure and instrumentation activity in the department as well as its day-to-day maintenance and upgrade. The individual ensures the related procedures adhere to the organizational values, enabling staff, student, faculty members to carry out multiple activities in collaboration with national and international agencies. Readiness for maintaining the facilities on 24x7 basis is essential.

Mode of Recruitment: Personal Interview.

5 ADMINISTRATIVE OFFICER (C) [LEGAL] - ONE POST – UNRESERVED

Qualification:

- (a) Bachelor's degree in Law from recognised University/Institute with aggregate of 60% marks.
- (b) Knowledge of use of personal computers and applications.

Experience:

5 Years' experience as an Advocate or as a Law Officer in the Legal Department of Central/State Government/any large organization and/or legal associate /legal consultant in an Advocate's or Solicitor's office.

Desirable :

- (a) Master's degree in Law or any diploma in specialized fields of law
- (b) Experience in legal affairs, litigation, arbitration and conciliation, drafting and vetting of various agreements
- (c) Candidates with past experience as Legal Officer in Central/State Government/Autonomous bodies/Central Public Sector Enterprises will be preferred.

Note : In case of practicing advocates (i) copy of the Bar Council Registration Certificate and (ii) a copy of certificate from Bar Association of which the candidate is a member should be submitted.

	<p>Nature of Work :</p> <ol style="list-style-type: none"> Advising on various legal issues, drafting letters, notices, agreements, affidavits, applications etc., especially related to service matters and public contracts. Liaising with Advocates for Court cases and for opinions. Attending hearings in Court / Tribunals and appearing before CIC or Quasi-Judicial bodies. Liaising with Government department legal section. Candidate is expected to be well versed with various laws including laws related to Public Trust, Constitutional and administrative law, Labour and employment laws, RTIs rules and its handling and timely disposals, Disciplinary proceedings, contract law, intellectual property laws, Government rules, UGC rules and regulations, land laws / development control regulations, dealing with various types of Agreements/ MoUs / Collaborations with Government, Institutions and Private agencies etc. Candidate must be strong with law research capabilities and skills, good understanding of legal procedures & Jurisdictions, ability to critical thinking and issue spotting. <p>Mode of Recruitment: Written Test, Skill Test and Personal Interview OR Written Test and Personal Interview</p>
6	<p>SCIENTIFIC ASSISTANT (B) - ONE POST – ECONOMICALLY WEAKER SECTION</p> <p>Qualification & Experience</p> <ol style="list-style-type: none"> Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks) in Physics and/or Electronics <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> Full time Diploma in Electronics Engineering / Electrical & Electronics Engineering / Electronics & Communication / Electronics and Telecommunication / Electronics & Telecommunication & Computer Science (DETCS) (from a recognized University/Institute with aggregate of 60% marks). Knowledge of use of personal computers and its applications.
	<ol style="list-style-type: none"> Freshers as well as candidates with 1 to more years' experience in handling electronics (digital analogue), power supply and control circuits. Experience in handling optical systems will be an added advantage. <p>Desirable Qualification and Experience: Knowledge of designing electronic circuits on PCBs, VME/NIM electronics and data acquisition systems for experiments will be an added advantage. Hands-on experience with optical devices such as lasers, photodetectors, fiber optics, using oscilloscopes will be an added advantage.</p> <p>Job Requirements: The selected candidates are expected to setup and operate experiments with different kinds of particle detectors, collect the data and overtime learn how to analyze the data. In addition, the candidate should help maintenance of equipments in lab including power supplies.</p> <p>Mode of Recruitment: Personal Interview.</p>
7	<p>SCIENTIFIC ASSISTANT (B) - ONE POST – UNRESERVED</p> <p>Qualification and Experience</p> <ol style="list-style-type: none"> Full Time Bachelor Degree in Computer Science/Information Technology (from a recognized University/Institute with aggregate of 60% marks).



OR

- (a) Full time Diploma in Engineering Computer Science/Computer Engineering / Electronics / Electronics and Telecommunications/Electrical Engineering (from a recognized University/Institute with aggregate of 60% marks).
- (b) Knowledge of use of personal computers and its applications.
- (c) 2 years's working experience in high performance computing systems and data servers.

Desirable Qualification and Experience:

Knowledge of Linux systems and administration
Knowledge of computer architecture, storage and computer networking
Knowledge of job schedulers for High-Performance computing systems
Proficiency in shell scripts, C++, Python
Experience in installation, upgrade and maintenance of software/environments
Experience in managing large volumes of data for storage and computing.

Job Requirements:

The person will be responsible for managing HPC infrastructures and storage servers requiring installation/configuration, operation, maintenance of system hardware, software and related infrastructure to help the students and researchers in the group/department.

Mode of Recruitment: Written Test and Personal Interview

8 JUNIOR ENGINEER (B) [ELECTRICAL] - ONE POST – UNRESERVED

Qualification & Experience:

- (a) Full Time Diploma in Electrical Engineering (from a recognized University/Institute with aggregate of 60% marks).
- (b) Knowledge of the use of personal computers and its applications.
- (c) 2 years' experience in supervision of electrical maintenance work in a reputed organization.

Desirable Qualification and Experience:

Knowledge in government tender process, estimation & tender preparation. Knowledge of Auto CAD for preparation of electrical drawing is desirable.

Job Requirements:

Supervision of Electrical maintenance work such as Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems, in single/ three phase supply system having various colour codes and its proper identification. Candidate will have to work in round-the-clock shift duties, if required.

Mode of Recruitment: Personal Interview.

9 TECHNICAL ASSISTANT (B) [ELECTRICAL] - ONE POST – SCHEDULED CASTE

Qualification & Experience:

- (a) Full Time Diploma in Electrical Engineering (from a recognized University/Institute with

aggregate of 60% marks).

(b) Knowledge of the use of personal computers and its applications.

(c) 2 Years' experience in supervision of electrical maintenance work in a reputed organization.

Desirable Qualification and Experience:

Knowledge in government tender process, estimation & tender preparation. Knowledge of Auto CAD for preparation of electrical drawing is desirable.

Job Requirements:

Supervision of Electrical maintenance work such as Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems, in single/ three phase supply system having various colour codes and its proper identification. Candidate will have to work in round-the-clock shift duties, if required.

Mode of Recruitment: Personal Interview

10 TECHNICAL ASSISTANT (B) [GARDEN] - ONE POST – UNRESERVED

Qualification & Experience:

a) Full Time Science Graduate (from a recognized University/Institute with aggregate of 60% marks) in Agriculture/Horticulture.

b) Knowledge of use of personal computers and its applications.

c) 2 years' experience in garden development and maintenance, nursery management.

Desirable Qualification and Experience: B.Sc. in Horticulture from the recognised agriculture university with aggregate of 60% marks.

Job Requirements: Planning, designing and execution of day-to-day gardening work. Approx. 20 acres of land at different places. Handling of work force of 50 people in the different age group.

Mode of Recruitment: Written Test and Personal Interview OR Personal Interview.

11 ADMINISTRATIVE ASSISTANT (B) - ONE POST – UNRESERVED

Qualifications & Experience:

(a) Graduate from a recognised University /Institute with aggregate of 55% marks.

(b) Proficiency in word processing/data base/accounting procedures.

(c) 5 years' experience in Accounts/ Purchase/ Stores in a large and reputed organization.

Desirable Qualification: Commerce Graduate/CA/ICWA Inter.

Desirable Experience: In Audit/Income Tax/GST/Government Rules & Regulations etc. Proficiency in excel.

Mode of Recruitment: Written Test and Skill Test.

12 ADMINISTRATIVE ASSISTANT (B) - ONE POST – UNRESERVED

Qualification & Experience:

- (a) Graduate from a recognised University /Institute with aggregate of 55% marks.
- (b) Proficiency in word processing/data base/accounting procedures.
- (c) 5 years' experience in Accounts/ Purchase/ Stores/General Admin /Establishment in a large and reputed organization.

Desirable Qualification and Experience:

- 1. Good knowledge of government rules especially, those pertaining to establishment matters, estate management and general administration.
- 2. Excellent written and verbal communication skills, with proficiency in drafting notings, emails and formal official communications.
- 3. Proficiency in MS Office packages especially MS Word, MS Excel and MS Powerpoint.

Mode of Recruitment: Written Test and Skill Test.

13 LABORATORY ASSISTANT (B) - ONE POST – ECONOMICALLY WEAKER SECTION

Qualification and Experience:

- (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electronics.
- (b) Two years' experience in electronics, wiring and assembly of components.

OR

- (a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training NCVT) in electronics.
- (b) One year experience in electronics, wiring and assembly of components.

Desirable Qualification:

Experience in electronics boards wiring and assembly. Familiarity with making and testing various types of cables, and their connectors. Experience in handling electronic test equipment such as multimeters, and power supplies.

Job Requirements:

The selected candidate is expected to mainly work on the electronics board wiring and assembly jobs as well as making of various types of cables and other jobs in the electronics and detector labs. Experience in working with Surface Mount components and repair of power supplies and small electronics circuits will be also desirable.

Mode of Recruitment: Written Test and Trade Test.

14	<p>LABORATORY ASSISTANT (B) - ONE POST – UNRESERVED</p> <p>Qualification and Experience:</p> <ul style="list-style-type: none"> (a) National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in the Electronics field. (b) Two years’ experience in Electronics Wiring, Soldering in Laboratory/Industry. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> (a) National Apprenticeship Certificate (NAC) (aggregate of 60% marks) awarded by National Council of Vocational Training NCVT) in Electronics field.. (b) One year experience in the Electronics field. <p>Desirable Qualification and Experience:</p> <p>Desirable Qualification: Electronics PTH and SMD component soldering/de-soldering. Courses on micro-controllers, digital electronics and FPGAs will be desirable.</p> <p>Desirable Experience: Experience in designing PCBs and wiring using software on PCs.</p> <p>Job Requirements:</p> <p>Selected candidates will have to work in a team in the astronomy labs on the ongoing projects where they will be responsible for various electronics work. The candidate should be willing to learn new skills as and when a research project needs it.</p> <p>General computer skills as well as a good grasp on computer aided electronics design and simulation tools are needed.</p> <p>Mode of Recruitment: Written Test and Trade Test.</p>
15	<p>TRADESMAN (B) [TURNER]- ONE POST – UNRESERVED</p> <p>Qualification and Experience:</p> <ul style="list-style-type: none"> (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Turner trade. (b) Two years’ experience machining precision components on conventional lathe machines and should have knowledge of CNC operations and sheet metal/ fitting work. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> (a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Turner trade. (b) One year experience in machining precision components on conventional lathe machines and should have knowledge of CNC operations and sheet metal/ fitting work. <p>Desirable Qualification and Experience:</p> <ul style="list-style-type: none"> • Good knowledge of precision jobs Turning on conventional/CNC Lathe machines in the Tool room / mid-size industry. • Candidates should be familiar with the fitting job operations like cutting, bending and shearing.



	<ul style="list-style-type: none"> • Good knowledge of latest manufacturing/machining technologies • Candidates should be able to read the machine drawings & Proficiency in using CAD software – Auto cad, SolidWorks etc. <p>Job Requirements: Selected candidates will have to work in a team in the astronomy labs on the ongoing projects where they will be responsible for machining precision components on a conventional lathe meeting tolerance requirements of the job work. They must have knowledge of fitting operations and should be able to fabricate small housings for the electronics cards as and when required. Candidate will have to apply their technical skills to provide solutions to the lab related work, capable of generating drawings. They must coordinate with the mechanical workshop in-house as well as third party for the milling and other jobs for the ongoing projects in the department.</p> <p>Machining and operation of Lathe and CNC Lathe.</p> <p>Mode of Recruitment: Written Test and Trade Test.</p>
16	<p>TRADESMAN (B) [CIVIL] - ONE POST – OTHER BACKWARD CLASS</p> <p>Qualification and Experience:</p> <ul style="list-style-type: none"> (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Plumbing Trade. (b) Two years’ experience in the field as mentioned in the Job requirement. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> (a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Plumbing Trade. (b) One-year experience in the field as mentioned in the Job requirement.
	<p>Job Requirements: Experience in the work for Maintenance / construction of Residential Colony and Public Buildings at various locations and Heights. Fix, repair and maintain all Public Health related works such as G.I pipes, C.I. Pipes, UPVC/CPVC Pipes, Stoneware pipes, CP Fittings and Sanitary ware works etc. and Public Health related works. The Candidate should Possess Good Health and will be required to Assist Senior Technicians.</p> <p>Mode of Recruitment: Written Test and Trade Test.</p>
17	<p>TRADESMAN (B) [ELECTRICAL] - ONE POST – UNRESERVED</p> <p>Qualification and Experience:</p> <ul style="list-style-type: none"> (a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical trade (b) Two years’ experience as mentioned in job requirement <p style="text-align: center;">OR</p>

<p>(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical trade.</p> <p>(b) One-year experience as mentioned in job requirement</p> <p>Job requirement</p> <p>Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems in single/ three phase supply system having various colour codes and its proper identification.</p> <p>Job Description: Candidate should be conversant with maintenance of electrical installations, laying cabling for new power points, operation of electrical switchgears in the sub-station, maintenance of electrical motors etc.</p> <p>Selected candidate will have to work in round-the-clock shifts duties</p>
<p>18 TRADESMAN (B) [FITTER] - ONE POST – ECONOMICALLY WEAKER SECTION</p> <p>Qualification & Experience</p> <p>(a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in trade of Fitter.</p> <p>(b) Two years' experience in relevant field</p> <p style="text-align: center;">OR</p> <p>(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in trade of Fitter.</p> <p>(b) One year experience in relevant field.</p> <p>Desirable Qualification and Experience:</p> <p>Experience: working experience in a medium size workshop engaged in Sheet metal fabrication, M.S./S.S. structural fabrication, hands on experience in operation of latest fabrication machinery such as shearing machine, power press, sheet rolling machine, welding etc. Candidate should be able to read the fabrication drawings & should have hands on experience of M.S. Aluminium & S.S. structural welding & brass/copper brazing job work</p> <p>Mode of Recruitment: Written Test and Trade Test. Applicants with over qualification will not be considered</p>
<p>19 TRADESMAN (B) [TURNER] - ONE POST – SCHEDULED CASTE</p> <p>Qualification and Experience:</p> <p>(a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Turner Trade.</p> <p>(b) Two years' experience in relevant field.</p> <p style="text-align: center;">OR</p> <p>(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in Turner Trade.</p>

(b) One year experience in relevant field.

Desirable Qualification and Experience:

- Good knowledge of precision jobs Turning on conventional as well as CNC Lathe machine in Tool room / mid-size industry & also should have CNC programming knowledge.
- Good knowledge of latest manufacturing/machining technologies
- Candidate should be able to read the machine drawings & Proficiency in using CAD software – Auto cad, SolidWorks/NX and CAM software - NX-CAM/Master cam etc.

Mode of Recruitment: Written Test and Trade Test.

Applicants with over qualification will not be considered

20 TRADESMAN (B) [ELECTRICAL] – ONE POST – SCHEDULED TRIBE

Qualification & Experience:

(a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical trade

(b) Two years' experience as mentioned in job requirement

OR

(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical trade.

(b) One-year experience as mentioned in job requirement

Job requirement

Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems in single/ three phase supply system having various colour codes and its proper identification.

Job Description: Candidate should be conversant with maintenance of electrical installations, laying cabling for new power points, operation of electrical switchgears in the sub-station, maintenance of electrical motors etc.

Selected candidate will have to work in round-the-clock shifts duties

Mode of Recruitment: Written Test and Trade Test.

21 TRADESMAN (B) [ELECTRICAL] – ONE POST – RESERVED FOR ECONOMICALLY WEAKER SECTION.

Qualification & Experience:

(a) National Trade Certificate (NTC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical trade

(b) Two years' experience as mentioned in job requirement

OR

(a) National Apprenticeship Certificate (NAC) (with aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in electrical trade.



(b) One-year experience as mentioned in job requirement

Job requirement

Installation, testing, commissioning, operation and maintenance of LT/HT electrical equipment and wiring installations including street lighting etc., troubleshooting and fixing electrical problems in single/ three phase supply system having various colour codes and its proper identification.

Job Description: Candidate should be conversant with maintenance of electrical installations, laying cabling for new power points, operation of electrical switchgears in the sub-station, maintenance of electrical motors etc.

Selected candidate will have to work in round-the-clock shifts duties

Mode of Recruitment: Written Test and Trade Test.

22 CLERK (A) - TWO POST – UNRESERVED

Qualifications & Experience:

- (a) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.
- (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.

Desirable: Candidate should have experience in Establishment / General Administration. Expert knowledge of MS Word, Excel, Powerpoint, and other MS Office applications. Possess basic knowledge of Government rules and regulations related to Establishment and service matters. Good drafting skills are highly desirable.

Mode of Recruitment: Written Test and Skill Test.

23 CLERK (A) - ONE POST – SCHEDULED CASTE

Qualifications & Experience:

- (a) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (b) Knowledge of typing.
- (c) Knowledge of use of personal computers and applications — supported by certificates from the government recognized institutions.
- (d) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.

Desirable Qualification: Commerce Graduate.

Desirable Experience: Experience in Audit for 2 years will be preferred. Knowledge of excel and word process/emails.

Mode of Recruitment: Written Test and Skill Test.

24 WORK ASSISTANT [TECHNICAL] (CIVIL) - ONE POST – UNRESERVED

Qualification and Experience:

(a) Passed S.S.C. OR Equivalent from a recognized Board.

OR

(a) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in Mason Trade.

(b) One-year experience in the field as mentioned in the Job requirement.

Desirable Qualification and Experience:

a) Passed S.S.C. OR Equivalent from a recognized Board and Two years' experience in the field as mentioned in the Job requirement **OR** National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in masonry trade and One-year experience in the field as mentioned in the Job requirement.

Job Requirements: Experience in the work for Maintenance / construction of Residential Colony and Public Buildings at various locations and Heights. Fix, repair and maintain all Patch Brickwork, Patches in Plastering, Floor tiling and Dado tiling etc. The Candidate should Possess Good Health and will be required to Assist Senior Technicians

Mode of Recruitment: Written Test and Trade Test.

25 WORK ASSISTANT [TECHNICAL] (CIVIL) - ONE POST – ECONOMICALLY WEAKER SECTION

Qualification and Experience:

(a) Passed S.S.C. OR Equivalent from a recognized Board.

OR

a) National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in plumber Trade.

b) One year experience in the field as mentioned in the Job requirement.

Desirable Qualification and Experience:

(a) Passed S.S.C. OR Equivalent from a recognized Board and Two years' experience in the field as mentioned in the Job requirement **OR** National Trade Certificate (NTC) awarded by National Council of vocational Training (NCVT) in plumbing Trade and One-year experience in the field as mentioned in the Job requirement.

(b) The Candidate should Possess Good Health and will be required to Assist Senior Technicians.

Job Requirements: Experience in the work for Maintenance /installation of new plumbing connections and should assist the senior mechanics in the plumbing trade.

Mode of Recruitment: Written Test and Trade Test.