

S.No	Name of post	Qualification	Experience
1	Account Assistants	B.Com/ M.Com / MBA	2/1 years in relevant field
2	IT Assistant	BCA/MCA/B.tech in Computer science/ Msc- IT OR Science graduate with 2 years PGDCA	
3	Clerk cum Computer Operator	Graduates and good typing speed	3 years
4	P. A	Graduate	2 years experience in public relation job and well conversant in handling VIP and general appointments/engagements meeting schedules
5	Statistical Assistant	Graduate with Stat and Economics and good typing speed	3 years
6	Stenographers	Graduate with 80/40 speed	2 years
7	General purpose Assistant	10th Pass with Hindi	
8	Drivers	10th Pass with valid driving license	Experience in relevant field
9	Counsels (Lawyers)	LAW Degree	