

**Subject: Qualification and Eligibility Criteria for the post(s)
mentioned under.**

1. Deputy Secretary:

Educational Qualification:

a. **Essential:** Post - Graduate Degree in any relevant subject from a Recognised University/Institute.

b. **Desirable:**

- (i) Experience of working in an Examining Body.
- (ii) Ability to understand Data, Data Analysis and Processing relating to Large Examinations.
- (iii) Acquaintance with IT tools required to be used in Public Examinations conducted on Mass scale.
- (iv) Should have a fair Understanding of Assessment at the School Level.

2. Assistant Secretary:

Educational Qualification:

a. **Essential:** Post - Graduate Degree in any relevant subject from a Recognised University/Institute.

b. **Desirable:**

- (i) Experience of working in an Examining Body.
- (ii) Ability to understand Data, Data Analysis and Processing relating to Large Examinations.
- (iii) Acquaintance with IT tools required to be used in Public Examinations conducted on Mass scale.
- (iv) Should have a fair Understanding of Assessment at the School Level.

3. Section Officer:

Educational Qualification: Bachelor's degree from a recognized university.

(a) **Experience:** Working experience in administrative, financial, or secretarial work in a government office, autonomous body, or public sector undertaking (PSU) or Private Sector.

(b) **Desirable:** Working knowledge of computer applications, including MS Office and database management.

(c) **Age Limit:** 35 Years.

Rajni Singh
18/2/2026

4. Administrative Assistant

(a) **Educational Qualification:** Bachelor's Degree from a recognised Board/ University/Institution.

(b) **Experience:** At least three years' experience of in administrative, financial, or secretarial work in a government office, autonomous body, or public sector undertaking (PSU) or Private Sector.

(c) **Age Limit:** 25 years

5. Computer Programmer

(d) **Educational Qualification:**

(i) B.E./ B.Tech in Computer Science/Information Technology or BCA/ MCA/ M.Sc. (Computer Science/IT).

(ii) Alternatively, a Degree in Science/ Maths/ Physics with a Post Graduate Diploma in Computer Applications (PGDCA).

(e) **Experience:** 1 to 3 years of experience in programming, database management, network administration, or troubleshooting.

(f) **Desirable:** Certifications in Networking/ System Security (e.g., MCSE, CCNA, Linux/Solaris).

(g) **Age Limit:** 35 Years.

6. Systems Analyst

(a) **Educational Qualification:**

(i) Master's Degree in Computer Application (MCA) or M.Sc. Computer Science or Information Technology from a recognized University/ Institute.

OR

(ii) B.E./ B.Tech in Computer Application/Computer Science/ IT/ Electronics/ Communication from a recognized University.

(b) **Experience:** 2-5 years of experience in Electronic Data Processing (EDP) work, with specific experience in actual programming and systems analysis.

(c) **Knowledge Requirements:** Proficiency in Unix/Linux environment, Webpage Design, HTML, and SQL.

(d) **Age Limit:** 30 Years

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26/2/2026

7. Personal Assistant to Controller of Examination:

- (a) **Educational Qualification:** Bachelor's degree from a recognized university.
- (b) **Skill Test (Typing/Shorthand):** Speed in shorthand (English/Hindi) and typing speed of 35-40 words per minute (w.p.m.) in English or 30-35 w.p.m. in Hindi on a computer.
- (c) **Experience:** Working knowledge of computer applications (MS Office, Windows, Internet) is essential.
- (d) **Age Limit:** 30 Years

8. Accountant

- (a) **Educational Qualification:** Bachelor's Degree from a recognised Board/ University/ Institution with Accountancy/ Business Studies/ Economics/ Commerce/ Entrepreneurship/ Finance/ Business Administration/ Taxation/ Cost Accounting as one of the subject.

AND

A typing speed of 35 w.p.m. in English on Computer.

- (b) **Age Limit:** 30 Years

9. Computer Operator

- (a) **Educational Qualification:** Bachelor's Degree from a recognised Board/ University/ Institution with 'O' level Computer certificate course from any recognised institution.
- (b) **Experience:** At least one year of data entry/computer operation in any administrative, financial, or secretarial work in an office of Government or Private Sector with working knowledge of Windows, MS Office and Use of Internet.
- (c) **Age Limit:** 25 years

10. MTS (Multi-Tasking Staff)

- (a) **Educational Qualification:** Matriculation (10th Class) pass or equivalent.
- (b) **Essential Skills:** Able to handle multiple task of Office of daily routine work.
- (c) **Age Limit:** 25 years

1. Deputy Coordinator (Training)

Essential Qualifications:

- Master's Degree in Any Stream.
- Candidates with higher qualifications will be preferred.

Experience:

- At least 6 years of experience in conducting Training Programs in Training Institutions / university/ examination board/ or any other similar educational organizations or atleast 10 years of teaching experience.
- Experience of Planning, implementation, and evaluation of all training programs (residential, online, offline, and hybrid).
- Capability to design, develop and conduct training programs.
- Curriculum design planning and development
- Good working knowledge of National Education Policy and National Curriculum Framework
- Experience of building partnerships with educational institutions and experts to enhance training quality.

2. Assistant Coordinator – Training

Essential Qualifications

- Master's Degree (MBA)

Experience

- Minimum 3 years' experience

OR

3–5 years of experience in Teacher training / Curriculum support

- Educational project implementation
- Experience in conducting workshops / in-service teacher training programs.

3. Executive – Training

(Operational and implementation-focused role)

Essential Qualifications

- Bachelor's Degree
- Fresher