**CORRIGENDUM**

**ELIGIBILITY CRITERIA**

**FOR THE POSTS OF SECTION OFFICER:**

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| 1. QUALIFICATIONS
 |
|  | (i) | A Graduate from a recognized University |
|  | (ii) | Must have at least 10(ten) years experience in administrative/elementary accounts work in Govt./ Semi Govt. or in autonomous organizations in the scale of pay in PB – 2 (9300-34800) with G.P. of Rs. 4200/- corresponding with level – 6-Rs. 35,400-1,12,400/-(7th CPC) **OR** PB – 1-(5200-20200) with G.P. Of Rs. 2400/- corresponding with level – 4- Rs. 25,500-81,100/-(7th CPC). |
|  | (iii) | Working knowledge in Computer ( Proficiency in Computer Application with knowledge in MS Office)***N.B****: There shall be a written test of 100 marks and selection will be made on merit basis. Candidates will be tested on English, General aptitude and Computer knowledge. Preference will be given to the candidate having work experience in the academic institution/University system*  |
| 1. AGE
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|  | (i) | The upper age limit for the Post shall be 40 years for General Category, 43 years for OBC and 45 years for SC and ST Candidates as on the last date fixed for submission of application. |

**FOR THE POST OF ASSISTANT**:

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| 1. QUALIFICATIONS
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|  | (i) | A Graduate from a recognized University |
|  | (ii) | Must have 5(five) years of experience in Secretarial/Office/Administrative works in the Scale of pay in PB-1 (5200 – 20200) with G.P. – of Rs. 2400/- corresponding with level -4- Rs 25500-81100/-(7th CPC). |
|  | (iii) | Working knowledge in computer ( Proficiency in Computer Application with knowledge in MS Office)***N.B****: There shall be a written test of 100 marks and selection will be made on merit basis. Candidates will be tested on English, General aptitude and Computer knowledge. Preference will be given to the candidate having experience in the academic institution/University system* |
| 1. AGE
 |
|  | (i) | The upper age limit for the Post shall be 40 years for General Category, 43 years for OBC and 45 years for SC and ST Candidates as on the last date fixed for submission of application |