

QUALIFICATION OF NON TEACHING POSTS

1	Training Co-ordinator	<p>*M.Tech / B.Tech with M.B.A. with minimum two years of experience OR</p> <p>*B.Tech with minimum five years of Industrial experience in managerial post. OR</p> <p>*Graduate qualified trainer for P.D.P. (Personality Development Program) with minimum five years of experience.</p>
2	Instructor	<p>3Years diploma in appropriate branch of Engg. From State Board of Technical Education with 5 years experience OR</p> <p>National Trade Certificate in appropriate trade from recognized technical institute with 10 years experience in workshop.</p>
3	Lab. Technician	<p>Diploma in respective discipline with 4years experience OR</p> <p>I.T.I. with 9 years of experience</p>
4	Stenographer	<p>*Graduate from a recognized University. *Should have minimum English shorthand speed of 80 w.p.m. with typing speed of 40 w.p.m. *Should have minimum Punjabi shorthand speed of 50 w.p.m. with typing speed of 20 w.p.m. *Should have knowledge of office routine, filling of papers, drafting routine letter and working on computer.</p>
5	Data Entry Operator	<p>*Graduation or Post-Graduation with atleast 50% marks. *Typing speed at least 40 WPM in English and 30 WPM in Punjabi. *Proficiency in English language. *Should have passed at least one hundred and twenty hours computing course with hands-on experience in the use of Personal Computer or Information Technology in Office Productivity Applications or Desktop Publishing Applications from a Government recognized institution or a reputed institution which is ISO 9001 certified</p>
6	Accounts-Cum-Data Entry Operator	<p>B.Com or M.Com with atleast 50% marks. Typing speed at least 40 WPM in English and 30 WPM in Punjabi Experience in Accounts 2 Years Knowledge of MS Word, Excel</p>