Eligibility Criteria

Sr. No.	Name of the Post/ Number of vacancies	Educational / Professional Qualification & Experience(After availing essential qualification and as on 31.1.2019)	Consolidated Monthly Salary (in Rs.) (inclusive of Stat. Deductions, if any)	Job roles (Indicative)
1	Project Officer (01 No.)	**Essential Qualification:** B.E. / B.Tech. with minimum 60% marks from recognized University/Institution with minimum two years post qualification experience OR Diploma in Engineering with minimum 60% marks from recognized University/Institution with minimum four years post qualification experience **Desirable:** Certificate Course on Computer Education, Experience in executing large scale Government projects viz. Implementation, monitoring etc. Compilation and processing of data, financial matters and handling of administrative matters.	50,000	Execution of large scale Government projects viz. Implementation, monitoring, Compilation and processing of data, financial matters and handling of administrative matters. Implementation, Monitoring, coordination and preparing inputs related to progress of the projects. Evaluation Studies and Reports Technical and financial evaluation of the project proposals. Coordinate with project implementing agencies for various matters.
2	Executive Assistant (02 No.)	**Essential Qualification:** Graduate in any discipline from a recognized University /Institution with minimum two years post qualification experience **Desirable:** Working knowledge of Computer, Financial and administrative matters. Work experience in finance and admin. Knowledge of accounting systems of Government body.	30,000	Making Noting, Letters, Reports, Administrative works, etc. Managing financial matters and making correspondences, maintenance of Register, files and preparing folders for important meetings. Preparation of Agenda, Minutes of Meeting, Draft and to provide assistance in various coordination activities. Any other work related to Project/Scheme coordination and Implementation.
3	Office Attendant (01 No.)	**Essential Qualification/Experience:** 10th pass with minimum 5 years post qualification experience Or 12th Pass with minimum two years post qualification experience **Desirable:** Experience in handling office equipments, e.g. Fax, Photostat etc.	18,000	Receipt/ dispatch /delivery of letters Dak/files, photocopy and other support for official matters