

## **Prerequisite Qualification for Various Posts**

<b>Sr. No.</b>	<b>Designation</b>	<b>Minimum Qualification</b>
<b>1.</b>	NTT*	<ul style="list-style-type: none"><li>• Graduation with certified N.T.T/JBT/B.Ed. from a recognized institution &amp; preferably CTET/HTET</li></ul>
<b>2.</b>	PRT	<ul style="list-style-type: none"><li>• Graduation with B.Ed. with CTET/HTET</li></ul>
<b>3.</b>	TGT	<ul style="list-style-type: none"><li>• Post-Graduation with B.Ed. &amp; CTET/HTET</li></ul>
<b>4.</b>	LDC/UDC	<ul style="list-style-type: none"><li>• Graduation with knowledge of typing &amp; computer(MS-Office atleast)</li></ul>
<b>5.</b>	Assistant	<ul style="list-style-type: none"><li>• Graduation with knowledge of typing &amp; computer, knowledge of noting and drafting is essential.</li><li>• Minimum five years of experience</li></ul>
<b>6.</b>	Superintendent	<ul style="list-style-type: none"><li>• Graduate having full familiarity with tally and other software used in the school for Audit and Admin., work proficiency in noting &amp; drafting, letter writing, knowledge of rules and procedures of DAVCMC, knowledge of rules of concerned State Education act/CBSE/any other affiliating body.</li><li>• Ten Years experience.</li></ul>
<b>7.</b>	Nurse	<ul style="list-style-type: none"><li>• 10+2 plus three years Diploma in General Nursing and registered Nurse &amp; Midwife with central or state nursing(full time).</li></ul>
<b>8.</b>	Receptionist	<ul style="list-style-type: none"><li>• Graduate knowledge of computer and communication skills in English</li></ul>
<b>9.</b>	Lab assistant	<ul style="list-style-type: none"><li>• 10+2 with 50 % marks in senior secondary exam in the aggregate and related knowledge. It is desirable that the candidate is B.Sc. with computer science.</li></ul>
<b>10.</b>	Storekeeper	<ul style="list-style-type: none"><li>• 10+2 (preferably graduates)</li></ul>
<b>11.</b>	Photocopier	<ul style="list-style-type: none"><li>• 10+2 with knowledge of computer</li></ul>