

क्र.	पदनाम एवं एकमुश्त मानदेय	शैक्षणिक अर्हता एवं संबंधित क्षेत्र का अनुभव
1	Accountant Rs. 12,000/-	<ol style="list-style-type: none"> 1. Graduate in Commerce with at least 50% marks from a recognized University/Institute 2. At least 1 year post qualification work experience in account and mandatory knowledge and experience of TALLY
2	Steno Rs. 13,500/-	<ol style="list-style-type: none"> 1. Graduate with at least 50% Marks from a recognized University/Institute 2. Hindi Short hand passed with speed of 60 Words per Minute (skill test will be conducted to assess the speed) 3. 6 Month Diploma/Certification in Data Entry Operator/Programming from a recognized Institute, and data entry speed of 8,000 key depression per hour (skill test will be conducted to assess the speed) <p>Note :- Preference for those who know both Hindi & English Short Hand</p> <p>Experience :- At least 1 year post qualification work experience as Steno.</p>
3	Data Entry Operator Rs. 12,000/-	<ol style="list-style-type: none"> 1. 10+2 Pass with at least 50% marks from a recognized Educational Board Or Pass in the old pattern Higher Secondary Examination with Pass in the first year of Graduate Degree program of a recognized University with at least 50% marks Or Class 10th Pass with a 3-years Diploma from a recognized Institute 2. Six Month Diploma/Certification in Data Entry Operator/Programming from a recognized Institute, and data entry speed of 8,000 key depression per hour (skill test will be conducted to assess the speed) <p>Experience :- At least 1 year post qualification work experience as Data Entry Operator.</p>