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| Post category No. | : | NR10119 |
| Name of post | : | Technical Superintendant (Weaving) |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | UR – 03 |
| Department | : | Weaver's Service Centre, O/o the Development Commissioner for Handlooms, Ministry of Textiles, New Delhi. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | <ol style="list-style-type: none"> 1. Bachelor's Degree in Textile Technology or Three years Diploma in Handlooms Technology or Handlooms and Textile Technology from a recognized University or Institute. 2. Two years practical experience as Shift-in-charge for Degree holders and three years for Diploma holders in a Textile weaving or production establishment or corporation or institution, out of which at least one year should be handlooms dealing with all the different techniques of production as well as analysis and costing of handlooms fabrics including traditional varieties and special fabrics of all fibers and their blends, dismantling, erecting and working of different types of handlooms and handloom accessories such as jackquards, dobbies, jalas and experience of guiding and controlling the activities of the weaves in the production of fabrics with new designs and textures as well as organizes production of commercial samples using improved accessories and appropriate techniques of production. |
| Initial Place of Posting | : | North Zone (Delhi/Haryana/Himachal Pradesh/Uttarakhand/UP/Rajasthan/J&K) |
| Job Requirements | : | Supervision and controlling the activities of the Weavers in the production of samples, fabrics with new design and textures by using improved accessories and appropriate techniques. Duty related to dismantling, erecting and working on different type of looms Jackquards, Dobbies, Jalas, imparting training in house and in the field. |

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD

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| Post category No. | : | NR10219 |
| Name of post | : | Sanitary Inspector |
| Classification | : | {Group 'C' Non Gazetted, Non-Ministerial} |
| Vacancy | : | UR-01 |
| Department | : | National Centre for Disease Control, DGHS, Min. of Health & Family Welfare, New Delhi. |
| Age | : | Not exceeding 28 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-5 (Grade Pay Rs. 2800/-) |
| Essential Qualification | : | (i) Matriculation or equivalent qualification from a recognized University or Board. (ii) Should have passed sanitary Inspector Course or possess equivalent qualifications from a recognized Institution. |
| Initial Place of Posting | : | Delhi(AISL) |
| Job Requirements | : | To Assist Scientists in Research/Laboratory Work and in implementation of various National Level Health programmes like G.W.E.P.etc. Field Visits to carry out survey of different communicable diseases/to collect samples/data from the Hospitals and Health Centres on different Communicable Diseases |

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD

Post category No. : **NR10319**

Name of post : Canteen Attendant

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : OBC-01 (Ex-Serviceman)

Department : National Archives of India, Min. of Culture, New Delhi.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-1 (Grade Pay Rs. 1800/-)

Essential Qualification : Matriculation or equivalent from a recognized University or Board.

Initial Place of Posting : Delhi

Job Requirements : To attend the work of preparation of Tea/Coffee and held Canteen Halwai in preparation of Breakfast/Lunch/Meals and cleanliness of the Canteen.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD

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| Post category No. | : | NR10419 |
| Name of post | : | Proof Reader (Hindi) |
| Classification | : | {Group 'C' Non Gazetted, Ministerial} |
| Vacancy | : | UR-01 |
| Department | : | Legislative Department, Ministry of Law and Justice, New Delhi |
| Age | : | Not exceeding 27 years {age relaxation is admissible as per Govt..instructions.} |
| Pay Scale | : | Level-4 (Grade Pay 2400/-) |
| Essential Qualification | : | (i) 12 th class pass from a recognized Board or University. (ii) Two years experience of proof reading in Hindi in a Printing Press or News Paper printing establishment (iii) Hindi as a subject or Medium of education at High School (10 th) Level |
| Initial Place Of Posting | : | New Delhi(AISL) |
| Job Requirements | : | Proof reading in Hindi |

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD

Post category No. : **NR10519**

Name of post : Data Entry Operator 'B'

Classification : {Group 'C' Non-Gazetted, Non-Ministerial}

Vacancy : UR-1

Department : Directorate of Economics & Statistics, Min. of Agriculture and Farmers Welfare, New Delhi.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-5 (Grade Pay Rs. 2800/-)

Essential Qualification : a) Bachelor's Degree from a recognized University.
b) Should possess a speed of not less than 8000 key depressions per hour for Data Entry Work

Initial Place Of Posting : New Delhi(AISL)

Job Requirements : Compilation, feeding, tabulation and posting of Agro-Economic data and other routine work.

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD

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| Post category No. | : | NR10619 |
| Name of post | : | Canteen Attendant |
| Classification | : | {Group 'C' Non Gazetted, Non-Ministerial, Non-Technical} |
| Vacancy | : | 06 (UR-3, OBC-2, SC-1) |
| Department | : | Directorate General of Health Services (HQ), Min. of Health & Family Welfare, New Delhi. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-1 (Grade Pay Rs. 1800/-) |
| Essential Qualification | : | Matriculation pass or equivalent from a recognized University or Board. |
| Initial Place of Posting | : | Delhi |
| Job Requirements | : | (i) Washing of Utensils. (ii) Making Tea. (iii) Serving all Canteen food items to staff & Officers. (iv) The attendant will be constantly interacting with customers for their needs inside the canteen. (v) All duties earlier performed by Tea maker, Bearer and Washboy are required to be performed by the Canteen Attendant. |

Instruction for PH (PWD Candidates) : Post is identified suitable for HH(PD, D) candidates.

Post category No. : **NR10719**

Name of post : Technical Clerk (Economics)

Classification : {Group 'C' Non Gazetted, Non-Ministerial, Non-Technical}

Vacancy : 02 {UR/PH(HH)-1, OBC-1}

Department : Directorate of Economics & Statistics, Min. of Agriculture and Farmers Welfare, New Delhi.

Age : Not exceeding 27 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : 12th pass from a recognized University or Board.

Initial Place of Posting : Delhi (AISL)

Job Requirements : Compilation and posting of Agro-Economic data and other routine work.

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD

Post category No. : NR10819

Name of Post : Documentation Assistant

Classification : (Group 'B', Non-Gazetted)

Vacancy : UR – 01

Department : National Museum of Natural History, M/o Environment, Forest and Climate Change, New Delhi.

Age : 18-30 years (Age relaxation is admissible as per Govt. Instructions).

Pay Scale : Level – 6 (Grade Pay Rs. 4200/-)

Essential Qualification : (1) At least second class Master's Degree in Botany/Zoology/Geology from a recognised University or equivalent.
(2) Experience of identification, accessioning Registration and cataloguing of Natural History Specimens.

Initial Place of Posting : Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur, Rajasthan.

Job Requirements : Identification, accessioning, registration and cataloguing of Natural History specimens.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD.

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|---------------------------------|---|---|
| Post category No. | : | NR10919 |
| Name of post | : | Library Clerk |
| Classification | : | {Group 'C' Non Gazetted, Non-Ministerial} |
| Vacancy | : | UR-01 |
| Department | : | Directorate of Adult Education, Min. of Human Resource Development, New Delhi. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-2 (Grade Pay Rs. 1900/-) |
| Essential Qualification | : | i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University or Institution. ii) One year's experience in a Public Library. |
| Initial Place of Posting | : | Delhi(AISL) |
| Job Requirements | : | Library Clerk in the Directorate Adult Education is concerned with maintaining the record of all the Books and Magazines, Newspapers etc. Library Clerk is also responsible for making entries in the stock register of all the Books purchased. All the correspondence has to be undertaken by the Library Clerk. All the typing work relating to Library will also be carried out by the Library Clerk. |

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD candidates.

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| Post category No. | : | NR11019 |
| Name of post | : | Senior Conservation Assistant |
| Classification | : | {Group 'B' Non Gazetted} |
| Vacancy | : | 07(UR-4, OBC-2, ST-1) |
| Department | : | Archaeological Survey of India, Min. of Culture, New Delhi. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | i) Diploma in Civil Engineering of minimum three years duration from a recognized institution. ii) Two year's experience in planning Execution and maintenance of civil engineering works or any Archaeological Heritage site |
| Initial Place of Posting | : | Delhi-02, Dehradun-2, Jodhpur-3 |
| Job Requirements | : | (1) Checking and scrutiny of estimates received from the Conservation Assistants. (2) Preparation of estimates for works as may be assigned to him by his superior officers. (3) Inspection of monuments and sites and preparation of conservation, technical, notes and drawings connected therewith in respect of monuments under his charge and regarding those other ones as may be directed by the superior officers. (4) Execution of Annual repairs/ Maintenance and Special Repair works at Monuments and such original works as may be assigned to him by his superior officers from time to time. (5) Supervision of work relating to safety of all monuments placed under his control. (6) Preparation and submission of acquittance rolls, pay bills etc, maintenance and submission of all accounts and cash or financial transactions relating to works booking offices etc, undertaken by him and such other duties related thereto. (7) Preparation of Conservation programmes, preliminary, revised for otherwise and compilation of all periodical statements or returns thereto works under his jurisdiction. (8) Maintenance of all records, registers etc in respect of 1 to 2 above and conducting all correspondence thereof. (9) Such other works of a similar nature including maintenance of sculpture sheds, rest houses, canteens, stalls etc as may be assigned to him by his circle officers from time to time. (10) Any other works relating to his Office/ Branch and his job assigned by superior officers. |

Instruction for PH (PWD Candidates) : Post is identified suitable for OH,HH candidates.

Post category No. : **NR11119**

Name of post : Senior Technical Assistant (STA)

Classification : {Group 'B' Non Gazetted}

Vacancy : 06 (OBC-02, SC-3, ST-1) **out of total vacancies, 02 vacancies are reserved for HH(PD,FD) & VH(LV) which should be kept vacant each from OBC & SC categories in case of non-availability of PH candidate.**

Department : Min. of Corporate Affairs, Shastri Bhawan, New Delhi.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-7 (Grade Pay Rs. 4600/-)

Essential Qualification : Degree in Commerce or Economics or Degree in Law from a recognized University.

Initial Place of Posting : Delhi(AISL)

Job Requirements : Examination/Scrutiny Balance Sheet and other documents of companies, complaints from shareholders etc., relating to violation of Companies Act, 1956/Companies Act, 2013 and other duties.

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD candidates.

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| Post category No. | : | NR11219 |
| Name of post | : | Assistant Research Officer (Hindi) |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | ST-2 |
| Department | : | Central Hindi Directorate, Min. of Human Resource Development, R.K.Puram, New Delhi. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-7 (Grade Pay Rs. 4600/-) |
| Essential Qualification | : | (i) Master's Degree in Hindi from a recognized University or Institute or Master's Degree in Sanskrit with Hindi as an elective subject at Bachelor's Degree level from a recognized University or Institute; and (ii) Studied English as a compulsory or optional subject at Bachelor's degree level. |
| Initial Place of Posting | : | New Delhi(AISL) |
| Job Requirements | : | (1) To assist in the implementation of schemes relating to propagation & Development in Hindi. (2) To assist the publication of various periodicals. (3) To assist the preparation of dictionaries-Lingual, Bilingual and Multilingual. (4) To assist the preparation of Dictionaries in Foreign language and cultural exchange programme. |

Instruction for PH (PWD Candidates) : Post is identified suitable for OH candidates.

Post category No. : **NR11319**

Name of post : Up Vaidya

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 05(UR-04 & OBC-01)

Department : Labour Welfare Organisation, Office of the Welfare Commissioner (c), Ajmer, Ministry of labour & Employment.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : Certificate in Sahaik Vaidya/Up-Vaidya course or equivalent examination from a recognized Institute.

Initial Place of Posting : Rajasthan (AISL)

Job Requirements : Compounding and dispensing prescriptions according to the formulary or prescription of the vaidya, Responsible for initiating the indents, store and maintenance of stocks and account of medical supplies and appliances under his charge etc. and in any other work assigned by the superior authority.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD candidates.

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| Post category No. | : | NR11419 |
| Name of post | : | Pharmacist |
| Classification | : | {Group 'C' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 02(OBC-01 & SC-01) |
| Department | : | Labour Welfare Organisation, Office of the Welfare Commissioner (c), Ajmer, Ministry of labour & Employment. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-5 (Grade Pay Rs. 2800/-) |
| Essential Qualification | : | Matriculation or equivalent and should be a Registered Pharmacist under the Pharmacist Act, 1948 |
| Initial Place of Posting | : | Rajasthan (AISL) |
| Job Requirements | : | Compounding and dispensing prescriptions according to the hospital/formulary or prescription of doctors, Being Responsible for initiating the indents, store and maintenance of stocks and account of medical supplies and appliances under his charge etc. and in any other work assigned by the superior authority. |
| Instruction for PH (PWD Candidates) | : | Post is not identified suitable for PWD candidates. |

Post category No. : **NR11519**

Name of post : Midwife

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 03(UR-02 & OBC-01)

Department : Labour Welfare Organisation, Office of the Welfare Commissioner (c), Ajmer, Ministry of labour & Employment.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-3 (Grade Pay Rs. 2000/-)

Essential Qualification : Registered Mid Wife or Auxiliary Nurse-cum Mid-Wife

Initial Place of Posting : Rajasthan (AISL)

Job Requirements : Conducting deliveries, Pre-natal and post natal cares, café of infants and toddlers, Assist the male doctors in the dispensary in the treatment of women etc. and any other work assigned by the superior authority.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD candidates.

Post category No. : **NR11619**

Name of post : Accountant

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 01(UR-01)

Department : National Centre for Disease Control, DGHS, Ministry of Health & Family Welfare.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : A University Degree with one year experience in Accounts Work.

Initial Place of Posting : **Delhi** (AISL)

Job Requirements :
1. Preparation of Pay Bills, Medical reimbursement bills leave encashment bills, MACP & Pay arrear bills, GPF advance and withdraw bills etc.
2. Maintaining of pay Bills Register and GPF Register.
3. Income Tax Return
4. Issuance of Form 16
5. Any other duties assigned by the Officer-in-charge.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH (OA, OL, BL, OA & OL)/HH candidates.

Post category No. : **NR11719**

Name of post : Store Keeper

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 02(UR-02)

Department : National Centre for Disease Control, DGHS, Ministry of Health & Family Welfare.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : A University Degree with one year experience in Store Keeping.

Initial Place of Posting : **Delhi (AISL)**

Job Requirements :
1. Receipt and Issuance of all the Stores including:-
 a) All Stationary Items.
 b) General Cleaning materials
 c) Laboratory Machinery and Equipments.
 d) Laboratory related Glasswares & Plasticwares.
 e) Chemicals
2. Maintaining record for all the receipts and issuance in Ledger for consumables and Non-consumables.
3. Any other duties as assigned by the Store Officer.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH (OA & OL)/HH candidates.

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| Post category No. | : | NR11819 |
| Name of post | : | Legal Assistant |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 02(UR-02) |
| Department | : | Office of the Development Commissioner for Handlooms (Enforcement Wing), Ministry of Textiles. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | i) Degree in Law from a recognized University/Institute ii) Three years experience in dealing with Legal matters in a Government Office or Public Sector Undertaking or in a University or in an autonomous or statutory body or in any recognized Institution. |
| Initial Place of Posting | : | Ahmadabad & Chennai |
| Job Requirements | : | 1. In dealing with Handlooms (Reservation of Articles for Production) Act, 1985. 2. In carrying-out inspections, checking, search to check violation of the Act, to prepare legal documents like panchnama, Seizure Memorandum, Acknowledgement of samples etc. on the spot. 3. Reporting to Police department by filing FIRs, in case of violation, process in the local court till obtaining convictions and if found necessary appealing in higher court for review. 4. To interact with State Governments, Police Authorities, Legal Departments etc. in connection with the Act etc. |

Instruction for PH (PWD Candidates) : Post is **not** identified suitable for PWD candidates.

Post category No. : **NR11918**

Name of post : Photo Artist

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 01(UR-01)

Department : Anthropological Survey of India, Ministry of Culture.

Age : 21-25 years.

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : Matriculation or equivalent qualification with certificates in drawing and photography, accuracy in free hand drawing and familiarity with the use of microscope, camera etc.

Initial Place of Posting : Dehradun (Uttarakhand), AISL

Job Requirements :
1. To undertake field work for photographic documentation.
2. To undertake printing and developing work
3. To assist sectional head as and when required.

Instruction for PH (PWD Candidates) : Post is **not** identified suitable for PWD candidates.

Post category No. : **NR12019**

Name of post : Library and Information Assistant

Classification : {Group 'B' Non Gazetted, Non-Ministerial}

Vacancy : 01(UR-01)

Department : National Museum, Ministry of Culture.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification :
1. Bachelor degree in Library Science or Library and Information Science of a recognized University or Institute.
2. Two year's professional experience in a library under Central or State Governments or Autonomous or Statutory Organization or Public Sector Undertaking or Universities or Recognized Research or Educational Institution.

Initial Place of Posting : New Delhi

Job Requirements : 1. Cataloging of books 2. Classification of books. 3. Filing of Catalogue Cards 4. Issue and return of books (Circulation work) on Computer as well as manual. 5. File works 6. Preparation of bibliographic work 7. Assisting reader 8. Reference work 9. To assist Librarian 10. To work on Library software.

Instruction for PH (PWD Candidates) : Post is **not** identified suitable for PWD candidates.

Post category No. : **NR12119**

Name of post : Senior Technical Assistant

Classification : {Group 'B' Non Gazetted, Non-Ministerial}

Vacancy : 01(UR-01)

Department : Directorate of Millets Development, Jaipur.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : B.Sc. Degree in Agriculture Sciences from a recognized University or Institute with two years Experience in area of production or productivity planning or development or extension in food or cash crops namely, oilseeds or Jute or Cotton or Sugarcane or Pulses or Wheat or coarse Cereals or Rice;
OR
Masters Degree in Agriculture Economics, Agricultural Extension or Agronomy or Entomology or Nematology or Genetics and Plant Breeding or Agriculture Botany or Plant Bio Technology or Plant Pathology or Plant Physiology or Seeds Science and Technology or Soil Science and Agriculture Chemistry from a recognized University or Institute;
OR
Bachelors Degree in Agricultural Engineering from a recognized University or Institute.

Initial Place of Posting : Jaipur (Rajasthan)

Job Requirements : To assist the Senior Technical Officer in preparation of technical notes connected with development programmes/schemes formulated and sponsored by the Central or State Government in regard to food/commercial crops. To assist in compilation of data and abstracting of Technical Information. To assist in scrutinizing the provisions of five years plans relating to crop development and prepare progress reports regarding their implementation.

Instruction for PH (PWD Candidates) : Post is identified suitable for PH{OH(OA)/HH} candidates

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| Post category No. | : | NR12219 |
| Name of post | : | Senior Translator (Hindi) |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 03 (UR – 01, OBC – 01 & ST – 01) |
| Department | : | Legislative Department, Official Language Wing, Ministry of Law and Justice, |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-7 (Grade Pay Rs. 4600/-) |
| Essential Qualification | : | Bachelor's degree in any subject with Hindi and English as compulsory or optional subjects or either of the two medium of examination and other as optional or compulsory subject |
| | | Plus |
| | | Bachelor's degree in Law (LLB) from a recognized University established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher education deemed or any institution by the Central Government or any other institution or foreign University approved by the Central Government |
| | | Plus |
| | | Two years experience in Legal matters or translation of legal matters in Centre or State or Union territory Administration or Public Sector Undertakings or Universities or Public Sector Banks |
| Initial Place of Posting | : | New Delhi (AISL) |
| Job Requirements | : | Translation of Acts, Ordinances, Rules, Regulations, Constitution Orders, Speeches, Notes for the cabinet, Bills to be introduced in Parliament etc. from English to Hindi. |
| Instruction for PH (PWD Candidates) | : | Post is identified as suitable for PWD. |

Post category No. : **NR12319**

Name of post : Accounts & Statistical Assistant

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 08 (UR – 05, OBC – 02 & SC – 01)

Department : Directorate of Sugar & Vegetable Oils, Ministry of Consumer Affairs, Food & Public Distribution.

Age : Not exceeding 27 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-5 (Grade Pay Rs. 2800/-)

Essential Qualification : Bachelor degree in Commerce or Economics or Statistics or Mathematics from a recognized University.

Initial Place of Posting : New Delhi

Job Requirements :
1. Formulation of plan scheme for requirement of sugar consumption in the country.
2. Maintain Balance sheet of Sugar production, released etc.
3. Preparation of daily, weekly, fortnightly and monthly wholesale and retail prices of free sale sugar in the local national and international markets.
4. Preparation of estimated sugar production through correspondence with sugar factories in the country and from the state Governments.

Instruction for PH (PWD Candidates) : Post is identified as suitable for PWD.

Post category No. : **NR12419**

Name of post : Lower Division Clerk

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 02 (UR – 02)

Department : Debts Recovery Tribunal, Jaipur, Department of financial Services.

Age : Not exceeding 27 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : 1. 12th class pass or equivalent from a recognized Board or University.
2.. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.

Initial Place of Posting : Jaipur (Rajasthan)

Job Requirements : To maintain the judicial files, register related to establishment, Accounts, Section etc.

Instruction for PH (PWD Candidates) : Post is **not** identified as suitable for PWD.

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| Post category No. | : | NR12519 |
| Name of post | : | Caretaker |
| Classification | : | {Group 'C' Non Gazetted, Ministerial} |
| Vacancy | : | 01 (UR – 01) |
| Department | : | National Museum of Natural History, Ministry of Environment, Forest and Climate change. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-4 (Grade Pay Rs. 2400/-) |
| Essential Qualification | : | <p>(i) 12th class or equivalent from a recognized Board or University.</p> <p>(ii) Two years' experience of general upkeep of building belonging to the Central Government or State Government or Public Sector Undertakings or Autonomous Organization or Museums or Private Organizations; and</p> <p>(iii) Two years' experience in purchase works under the Central Government or State Government Department or Public Sector Undertakings or Autonomous Organization or Museums or Private Organizations.</p> |
| Initial Place of Posting | : | National Museum of Natural History, New Delhi. (AISL) |
| Job Requirements | : | <ol style="list-style-type: none"> 1. Supervision of Security Guards, Housekeeping Staff, Garden Maintenance Staff, Lift Operation Staff etc. and maintenance of their duty record etc. 2. Preparation of proposals and tender for hiring of services, Housekeeping, Lift Operator, garden Maintenance Staff for outsourcing of Services and examination of bids. 3. Processing of the bills for payment to contractors pertaining to Security, Housekeeping, Lift Operator, Garden maintenance Staff and engagement of staff on outsourcing basis etc. 4. To attend to the work relating to Court cases pertaining to service matters of NMNH & RMNH officials and preparing of replies as well as liaising with the lawyers. Attending courts on hearing dates as and when needed in the Court, Processing and scrutinizing legal charges claim of the nominated Government Counsels. 5. To prepare tender documents for annual Maintenance Contract and inviting rates pertaining to Air condition Plants, AMC for Air-conditioner, Photo-State machines, FAX Machines, CCTVs, Computers, Laptops, Printer, Scanners and other related peripherals installed in the office premise. 6. To make the proposal for procurement of items pertaining to Security, fire and maintenance of building. 7. Preparation submission of Periodicals returns. 8. To attend other administrative work such as contingent advances, processing electricity bills, procuring of materials etc. |

9. To make the proposal in respect of work pertaining to minor maintenance of building.

10. Any other administrative work as and when assigned by superior officers.

Instruction for PH (PWD Candidates) : Post is **not** identified as suitable for PWD.

Post category No. : **NR12619**

Name of post : Technical Officer (S&R)

Classification : {Group 'B' Non Gazetted, Non-Ministerial}

Vacancy : 13 (UR – 07, OBC-02, SC-02 & ST-02)

Department : Storage & Research Division, Department of Food & Public Distribution.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : Master's degree in Entomology or Plant Pathology or Bio-Chemistry from a recognized University.
OR
Master's Degree in Agriculture with specialization in Entomology or Plant Pathology or Bio-chemistry from a recognized University;
OR
Master's degree in Zoology or Botany or Chemistry from a recognized University.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : The duties of Technical Officer is to analyze food grains samples, assist in inspection activities and R&D activities of QCC and IGMRI supervision of Laboratory Assistant and Laboratory Attendant/Technical operators; to undertake lectures on storage and inspection aspects of food grains in various programmes of the Department.

Instruction for PH (PWD Candidates) : Post is identified as suitable for PWD.

Post category No. : **NR12719**

Name of post : Electronic Private Automatic Branch Exchange (EPABX) Operator.

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 02 (UR-1, EWS-01)

Department : Lal Bahadur Shastri National Academy of Administration, Mussoorie.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : (i) Matriculation or equivalent; (ii) Minimum 3 years' experience to operate 700 lines Electronic Private Automatic Branch Exchange (EPABX) (iii) Knowledge of operating Windows on computer.

Initial Place of Posting : Mussoorie (Dehradun), Uttrakhand.

Job Requirements : Operates Electronic Private Automatic Branch Exchange (EPABX) to receive, transfer and transmit calls; performs telephone clerical tasks such as referring callers to appropriate agencies; handle all directory assistance queries. Assist officers/employees in making telephone calls and handle outgoing, interoffice or incoming calls. Perform receptionist functions as needed and any other work assigned by the superiors.

Instruction for PH (PWD Candidates) : Post is **not** identified as suitable for PWD.

Post category No. : **NR12819**

Name of post : Upper Division Clerk

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 01 (UR-01)

Department : Legislative Department, Ministry of Law and Justice.

Age : Not exceeding 27 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : (i) Degree from a recognized University established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher education deemed or any institution by the Central Government or any other institution or foreign University approved by the Central Government
(ii) Working knowledge of Hindi
(iii) Must be able to type in Hindi at a speed of 30 words per minute on computer only.

Initial Place of Posting : New Delhi

Job Requirements : To diary and dispatch.

Instruction for PH (PWD Candidates) : Post is identified as suitable for PWD.

Post category No. : **NR12918**

Name of post : Laboratory Attendant

Classification : {Group 'C' Non-Gazetted}

Vacancy : 19 (UR-11, OBC-04, SC-02 & ST-2), out of total vacancies, 02 vacancies are reserved for Ex-serviceman. In case of non-fulfilling of the Ex-serviceman vacancies, 02 vacancies will be kept vacant from UR.

Department : National Centre for Disease Control, DGHS, Min. of Health & Family Welfare, New Delhi.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-1 (Grade Pay Rs. 1800/-)

Essential Qualification : Matriculation or equivalent qualification with Science subject from a recognized University or Board.

Initial Place of Posting : New Delhi and its Branches.

Job Requirements :
1. Washing of Glassware/Plasticwares etc.
2. To monitor the cleanliness of the Laboratory/Equipments
3. Any other duties assigned by the Officer-in-charge.

Instruction for PH (PWD Candidates) : Post is identified as suitable for OH (OL)/HH/VH (LV) candidates.

| | | |
|--|---|--|
| Post category No. | : | NR13019 |
| Name of post | : | Research Investigator (Forestry) |
| Classification | : | {Group 'B' Non-Gazetted, Non-Ministerial} |
| Vacancy | : | 02 (UR-01 & SC-01) |
| Department | : | Ministry of Environment, Forest and Climate change |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | (i) Possessing Master's degree in Statistics or Operations Research or Forestry or Economics (with Statistics) or Commerce (with Statistics) or Mathematics (with Statistics) or Agriculture (with Statistics) |
| | | OR |
| | | Two years' Post-Graduate Diploma in Forestry Management from a recognized Institute/University. |
| | | (ii) One years' experience in collection or compilation or analysis of data including data in Agriculture or forestry work. |
| Initial Place of Posting | : | New Delhi (AISL) |
| Job Requirements | : | <ol style="list-style-type: none"> 1. Collection/compilation/analysis of Agriculture/Forestry data. 2. Examination and Scrutiny of various Project proposals. 3. Examination and Analysis of proposals received from Regional centers of the Ministry. 4. Examination and Scrutiny of quarterly/annual reports on various projects. 5. Release of funds under various schemes. 6. Monitoring and Evaluation of various projects. 7. Submission of material for various Reports>Returns/Parliament Questions and visit of Sr. Officers. 8. Management and Monitoring of functioning of Regional Offices. 9. Follow-up action with states/UTs with regard to forest Conservation Act/Environment Protection Act. 10. Processing, implementation and monitoring of bilateral and multilateral Research and Training Projects. 11. Coordination of Training Programme of IFS Officers. |
| Instruction for PH (PWD Candidates) | : | Post is identified as suitable for OH (OA, OL)/HH/VH (B, LV) candidates. |

| | | |
|--|---|---|
| Post category No. | : | NR13119 |
| Name of post | : | Canteen Attendant |
| Classification | : | {Group 'C' Non-Gazetted, Non-Ministerial} |
| Vacancy | : | 07 (UR-04, OBC-02 & ST-01) |
| Department | : | Ministry of Health & Family Welfare. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-1 (Grade Pay Rs. 1800/-) |
| Essential Qualification | : | Matriculation or equivalent from a recognized Board. |
| Initial Place of Posting | : | New Delhi |
| Job Requirements | : | (i) To prepare Tea/Coffee/Juice etc for the users; (ii) To serve Tea/Coffee/Biscuits etc. in the official meetings; (iii) To provide regular room service to the Officer/Staff; (iv) To collect the used cups/plates & utensil's etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers. (v)To clean crockery/cutlery/utensils etc. in three stage i.e. in running normal water, in hot detergent water and in potassium permanganate solution; (vi) To sweep and wash the floor area; (vii) Cleaning/dusting table, chair and other furniture in canteens; (viii) Cleaning slabs and area where food is cooked; (ix) Any other additional duty allotted by the in-charge of the Canteen. |
| Instruction for PH (PWD Candidates) | : | Post is identified as suitable for HH(PD,D) candidates. |

| | | |
|--|---|---|
| Post category No. | : | NR13219 |
| Name of post | : | Research Assistant (Environment) |
| Classification | : | {Group 'B' Non-Gazetted, Non-Ministerial} |
| Vacancy | : | 04(UR/VH-01, OBC-02 & SC-01) |
| Department | : | Ministry of Environment, Forest and Climate change |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | Master's Degree in Environmental Sciences/Earth Sciences/Botany/Zoology/Chemistry/Bio-Chemistry/Bio-Technology or bachelor's Degree in engineering/technology in Environmental Sciences/Bio-Technology from a recognized University/institute. |
| Initial Place of Posting | : | New Delhi (AISL) |
| Job Requirements | : | <ol style="list-style-type: none"> 1. Examination of Environmental Management Plans for their approvals. 2. Monitoring of progress regarding implementation of Environmental management measures. 3. Monthly status of developments projects. 4. Collection, Compilation and collation of data related to parliament Questions, Parliament standing Committees. 5. Examination of Project Reports. 6. Preparation of progress Reports. 7. Preparation of summary note and appraisal of fresh proposal for environmental & site clearance. 8. Assisting in Parliament Questions. 9. Servicing of Expert Committees. 10. Preparation of draft sanction orders for ongoing projects. 11. Any other duty assigned from time to time. |
| Instruction for PH (PWD Candidates) | : | Post is identified as suitable for OH (OA, OL)/HH/VH (B, LV) candidates. |

Post category No. : **NR13319**

Name of post : Research Assistant

Classification : {Group 'B' Non-Gazetted, Non-Ministerial}

Vacancy : 02(UR-01 & OBC-01/HH)

Department : National Centre for Disease Control, DGHS, Min. of Health & Family Welfare, New Delhi.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : A Master's Degree in relevant specialty i.e. Zoology/Microbiology/Biochemistry.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : To assist in Research Work/Health Programmes, Field visits during epidemic.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH (OA &OL)/HH candidates.

| | | |
|---------------------------------|---|--|
| Post category No. | : | NR13418 |
| Name of post | : | Assistant (Legal) |
| Classification | : | {Group 'B' Non-Gazetted, Ministerial} |
| Vacancy | : | 11 (UR-05, UR/VH-01, OBC-04, SC-01), |
| Department | : | Department of Legal Affairs, Ministry of Law & Justice. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-7 (Grade Pay Rs. 4600/-) |
| Essential Qualification | : | (i) Degree in Law of recognized University or equivalent. (ii) Should have at least 3 years 'experience in the Legal Department of a State. OR Should be a Central Govt. servant who has had at least 3 years experience in Legal Affairs. OR Should be a qualified Legal practitioner |
| Initial Place of Posting | : | New Delhi (AISL) |
| Job Requirements | : | 1. Putting the precedents on matters referred to the Ministry of Law & Justice, Department of Legal Affairs for Legal advice/conduct of litigation. 2. General and Secretarial assistance to the officers in the Ministry of Law & Justice (Department of Legal Affairs) in disposing of matters referred for Legal advice/conduct of litigation including submission of notes and drafts in such cases. 3. 'Reference and Research work', wherever necessary. |

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD.

| | | |
|--|---|--|
| Post category No. | : | NR13519 |
| Name of post | : | Laboratory Assistant Gr. III (Chemical) |
| Classification | : | {Group 'C' Non-Gazetted, Ministerial} |
| Vacancy | : | 02 (UR-01 & SC-01), out of which 01 vacancy is reserved for HH candidates. |
| Department | : | Geological Survey of India, Western Region |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-2 (Grade Pay Rs. 1900/-) |
| Essential Qualification | : | 10+2 Pass or equivalent examination in science group from recognized Board or University or Institute. |
| Initial Place of Posting | : | Western Region, Jaipur, Rajasthan.(AISL) |
| Job Requirements | : | <ol style="list-style-type: none">1. Assisting in Preparation of laboratory reagents.2. Assisting in maintenance of analytical equipment used in the chemical laboratory.3. Assisting in preparation of geological samples including crushing and grinding etc.4. Assisting in preparation of distilled water, acid distillation etc.5. Cleaning of glassware & maintenance clean lab.6. Any other duty assigned by senior officer. |
| Instruction for PH (PWD Candidates) | : | Post is reserved for HH candidates. |

Post category No. : **NR13619**

Name of post : Technical Operator (Drilling)

Classification : {Group 'C' Non-Gazetted, Ministerial}

Vacancy : 18 (UR-09, UR/EWS-01, OBC-03, SC-03 & ST-02), out of total vacancies, 01 vacancy is reserved for HH candidates and 01 for Ex-Serviceman.

Department : Geological Survey of India, Western Region

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : Matriculation or SSLC or 10th Class Pass and minimum two years Industrial Training Institute Certificate in Mechanical or Fitters or Turners etc. from a recognized University or Institute or board.

Initial Place of Posting : Western Region, Jaipur, Rajasthan.(AISL)

Job Requirements : To assist Sr. Officers in checking up of machineries/tools/accessories to make/break joints or rods/pulling/lifting rods. To lay out and pipelines and responsible for running of pressure pumps, generators etc. To excavate earth/rocks and concrete foundations pits.

Instruction for PH (PWD Candidates) : Post is suitable and reserved for HH candidates.

| | | |
|--|---|---|
| Post category No. | : | NR13719 |
| Name of post | : | Taxidermist |
| Classification | : | {Group 'B' Non-Gazetted, Non-Ministerial} |
| Vacancy | : | 02 (UR-01 & OBC-01) |
| Department | : | National Museum of Natural History (NMNH), Ministry of Environment, Forest and Climate Change. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | B.Sc. Degree in Zoology from a recognized university, and Two Years Experience as a taxidermist from a Government recognized Organization or Institute in the field of Collection of Zoological specimens such as birds, mammals, etc. skinning and mounting thereof for Gallery display and looking after general maintenance of mounted specimens, exhibits, skins, etc. |
| Initial Place of Posting | : | NMNH (AISL) |
| Job Requirements | : | 1) Field work relating to collection of zoological specimens such as birds, mammals etc. 2) To skin the specimen of birds, mammals etc. 3) To mount specimens for Gallery display. 4) To look after general maintenance of the mounted specimens, exhibit skin etc. |
| Instruction for PH (PWD Candidates) | : | Post is not identified suitable for PH candidates. |

Post category No. : **NR13819**

Name of post : Technician

Classification : {Group 'B' Non-Gazetted, Non-Ministerial}

Vacancy : 03 (UR-01, OBC-01 & ST-01)

Department : National Centre for Disease Control, DGHS, Min. of Health & Family Welfare, New Delhi.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : Science Graduate in biology/Biochemistry/microbiology.

Initial Place of Posting : Delhi & Alwar (Rajasthan) with AISL

Job Requirements : To Assist in Research Work/Health Programmes, Field visits during epidemic, testing of samples in Laboratories etc.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH (OL)/HH candidates.

Post category No. : **NR13919**

Name of post : Telephone Operator

Classification : {Group 'C' Non-Gazetted, Non-Ministerial}

Vacancy : 01 (UR-01)

Department : Forest Survey of India, Ministry of Environment, Forests & Climate Change.

Age : Not exceeding 27 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : (a) Matriculation or equivalent passed.
(b) Diploma or certificate in EPABX operator course from a recognized institute.

Initial Place of Posting : Dehradun (AISL)

Job Requirements : To Operate EPABX type telephone exchange.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH (BL, BA, BLA, OL, OA, and OAL) candidates.

| | | |
|---------------------------------|---|--|
| Post category No. | : | NR14019 |
| Name of post | : | Stockman |
| Classification | : | {Group 'C' Non-Gazetted, Non-Ministerial} |
| Vacancy | : | 02 (UR-01 & OBC-01) |
| Department | : | Central Herd Registration Scheme, Ajmer, Ministry of Agriculture & Farmers Welfare. |
| Age | : | Not exceeding 27 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-2 (Grade Pay Rs. 1900/-) |
| Essential Qualification | : | (i) 12th Class Pass from a recognized (ii) Diploma or Certificate in Livestock from a recognized institute or University or Govt. Department. |
| Initial Place of Posting | : | Ajmer (Rajasthan), AISL |
| Job Requirements | : | <ol style="list-style-type: none"> 1. House to house survey of Animals in the Breeding Tract. 2. Milk Recording of Animal in the breeding Tract. 3. Maintenance of Prescribed Registers and files. 4. Identification of Animals. 5. Conducted the Breeders Group Meeting in the Field. 6. Collect the Breeding and Production data from the field. 7. Identification of Animals. 8. Maintenance and upkeep of Registered animals Records. 9. Organize the Breeders Awareness and Publicity Camp in the Field. 10. Publicity & extension of Animals Husbandry activities in the Field. 11. Preparation and submission of Monthly/Quarterly and Annual Reports. 12. To collect the Information of Saleable Registered Animal and its progeny from the field. 13. Any other work assign by the Govt. & Head of office. |

Instruction for PH (PWD Candidates) : Post is **not** identified suitable for PWD candidates.

Post category No. : **NR14119**

Name of post : Laboratory Assistant Gr. III (Geophysics)

Classification : {Group 'C' Non-Gazetted, Non-Ministerial}

Vacancy : 01 (UR-01)

Department : Geological Survey of India, Western Region

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : 10+2 Pass or equivalent examination in science group from recognized Board or University or Institute.

Initial Place of Posting : Jaipur (Rajasthan), AISL

Job Requirements :
1. Assist in operations, repairs and maintenance of Geophysical instruments in field and in Head Quarter.
2. Assist in laboratory work.
3. Any other work assigned by the senior officer.

Instruction for PH (PWD Candidates) : Post is **not** identified suitable for PWD candidates.

Post category No. : **NR14219**

Name of post : Junior Investigator

Classification : {Group 'C' Non-Gazetted, Non-Ministerial}

Vacancy : 02 (UR-01 & OBC-01)

Department : Office of the Economic Adviser, Ministry of Commerce & Industry.

Age : Not exceeding 27 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : Bachelor Degree in Economics from a Recognized university.

Initial Place of Posting : New Delhi.

Job Requirements : Collection and Compilation of Economic and Statistical data.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH (OL) candidates.

Post category No. : **NR14319**

Name of post : Canteen Attendant

Classification : {Group 'C' Non-Gazetted, Non-Ministerial}

Vacancy : 03 (OBC-02 & ST-01), out of which 01 vacancy is reserve for OH candidates.

Department : Department of Industrial Policy & Promotion, Ministry of Commerce and Industry.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-1 (Grade Pay Rs. 1800/-)

Essential Qualification : Matriculation or equivalent.

Initial Place of Posting : New Delhi (AISL)

Job Requirements :
(i) To prepare Tea/Coffee/Juice etc for the users;
(ii) To serve Tea/Coffee/Biscuits etc. in the official meetings;
(iii) To provide regular room service to the Officer/Staff;
(iv) To collect the used cups/plates & utensil's etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers.
(v) To clean crockery/cutlery/utensils etc. in three stage i.e. in running normal water, in hot detergent water and in potassium permanganate solution;
(vi) To sweep and wash the floor area;
(vii) Cleaning/dusting table, chair and other furniture in canteens;
(viii) Cleaning slabs and area where food is cooked;
(ix) Any other additional duty allotted by the in-charge of the Canteen.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH candidates.

Post category No. : **NR14419**

Name of post : Guide Lecturers

Classification : {Group 'B' Non-Gazetted, Non-Ministerial}

Vacancy : 04 (UR-03 & OBC-01), out of 03 UR vacancies, 01 vacancy is reserved for OH (OA or OL) candidates.

Department : National Gallery of Modern Art, New Delhi.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : (i) Bachelor degree in fine Arts or Museology or Art History & Criticism from a recognized University.
(ii) 2 years experience in guiding, planning and organizing educational activities and Exhibitions in a large Museum/Gallery.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : The duties of the Guide Lecturer are multifarious. He should be able to explain works of art to the visitors and should also help in organizing talks/lecturers, seminars, art workshops, children art sketch club etc. at regular intervals; arrange art film shows and organize exhibition programs and take mobile exhibition bus to colleges, universities, schools etc.

Instruction for PH (PWD Candidates) : Post is identified suitable and reserved for OH (OA or OL) candidates.

Post category No. : **NR14519**

Name of post : Library Information Assistant

Classification : {Group 'C' Non-Gazetted, Non-Ministerial}

Vacancy : 03 (UR-02 & OBC-01)

Department : Department of Legal Affairs, Ministry of Law & Justice.

Age : Not exceeding 28 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : (i) Degree of Recognized University preferably a degree in law and
(ii) Degree in library Science of a recognized University or Institution.

Initial Place of Posting : New Delhi/Mumbai/Kolkata/Chennai/Bangalore (AISL)

Job Requirements : 1. Caters to research material needed by officers of both the Departments i.e. Legislative Department and Legal Affairs as well as chamber libraries of Hon'ble MLJ and MSLJ.
2. 'Reference and Research work', wherever necessary.

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD candidates.

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|--|---|--|
| Post category No. | : | NR14619 |
| Name of post | : | Textile Designer |
| Classification | : | {Group 'B' Non Gazetted & Non –Ministerial} |
| Vacancy | : | 10 (UR – 06, OBC-01, SC-01, ST-01, EWS-01), out of total 06 UR vacancies, 01 vacancy is reserve for OH (OA, OL, BL), HH. |
| Department | : | Weaver's Service Centre, Office of the Development Commissioner for Handlooms, Ministry of Textiles. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per Govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | (1) Bachelor's Degree in Textile Design or Fine Arts with Textile Designs as a subject from a recognized University or Institute; (2) Two years experience as a designer in the field of textile designing with appropriate motifs and colour combination as well as lay-out of designs on paper and fabrics in a handloom establishment or in a dye house. |
| | | OR |
| | | (1) Three years Diploma in Fine Arts with textile designs as a subject from a recognised University/Institution (2) 3 years experience as a designer in the field or textile designing with appropriate motifs and colour combination as well as lay-out of designs on paper and fabrics in a handloom establishment or a dye house. |
| Initial Place of Posting | : | Any of the Weavers Service Centre in North Zone, (Delhi/Haryana/Himachal Pradesh/Uttarakhand/UP/Rajasthan /J&K) |
| Job Requirements | : | Preparation and creation of new designs its implementation in handloom industry. |
| Instruction for PH (PWD Candidates) | : | Post is identified suitable OH (OA, OL, BL), HH. |

Post category No. : **NR14719**

Name of post : Laboratory Assistant

Classification : {Group 'C' Non Gazetted & Non –Ministerial}

Vacancy : 03 (UR – 02 & OBC-01)

Department : National Centre for Disease Control, DGHS, Min. of Health & Family Welfare, New Delhi.

Age : Not exceeding 25 years {age relaxation is admissible as per Govt. instructions.}

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : B.Sc.

Initial Place of Posting : Delhi & its Branches (AISL)

Job Requirements : To Assist in Research Work/Health Programmes, Field visits during epidemic, testing of sample in laboratories etc.

Instruction for PH (PWD Candidates) : Post is identified suitable for {OH (OA, OL, BL), HH} candidates.

Post category No. : **NR14819**

Name of post : Metrological Assistant

Classification : {Group 'B' Non Gazetted & Non –Ministerial}

Vacancy : 12 (UR-06, OBC-03 & SC-01, EWS-02), out of total vacancies, 01 vacancy is reserve for HH, which will be vacant from UR in case of non-fulfilling of HH vacancy.

Department : Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution.

Age : Not exceeding 30 years {age relaxation is admissible as per Govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : Master's degree in Physics or Degree in Mechanical/Electrical/Electronics/Computer/Instrumentation Engineering of a recognized University/Institution or equivalent.

Initial Place of Posting : Delhi & Faridabad (AISL)

Job Requirements : Calibration and testing of weighing and measuring instruments in the laboratories. Verification and Standardization of Weights & Measures used in Legal Metrology. To maintain laboratories. Arrangement for organization of workshops, seminars designed for Enforcement officials of Weight & Measures Departments working in state Governments and to teach and train them in operation of weighing and Measuring instruments.

Instruction for PH (PWD Candidates) : Post is identified suitable for {OH (OA, OL), HH(PD)} candidates and reserve for HH.

| | | |
|--|---|--|
| Post category No. | : | NR14919 |
| Name of post | : | Library Attendant |
| Classification | : | {Group 'C' Non Gazetted & Non –Ministerial} |
| Vacancy | : | 03 (UR-03) |
| Department | : | Union Public Service Commission (UPSC), Department of Personnel Training. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per Govt. instructions.} |
| Pay Scale | : | Level-1 (Grade Pay Rs. 1800/-) |
| Essential Qualification | : | (i) Matriculation or equivalent qualification from recognized Board (ii) Having one year work experience from Central or State government Library or University or recognized Research Institute, or Certificate in Librarianship from a recognized institution. |
| Initial Place of Posting | : | New Delhi |
| Job Requirements | : | <ol style="list-style-type: none"> 1. Acquisition of books 2. Shelving of books 3. Compilation of Bibliography 4. Newspaper Clippings 5. Collecting books on Inter-Library Loan from other Libraries 6. Searching of books through Library Management Software 7. Fixing of the bar code label in the books/non book materials 8. Photocopying 9. Daily Distribution of Magazine/Newspapers 10. Helping in weeding out of books 11. Any other work assigned by senior Officers. |
| Instruction for PH (PWD Candidates) | : | Post is identified suitable for {OH (OA, OL & BL)/HH/VH (LV)} candidates. |

Post category No. : **NR15019**

Name of post : Nursing Orderly

Classification : {Group 'C' Non Gazetted & Non –Ministerial}

Vacancy : 01 (UR-01)

Department : Union Public Service Commission (UPSC), Department of Personnel Training.

Age : Not exceeding 25 years {age relaxation is admissible as per Govt. instructions.}

Pay Scale : Level-1 (Grade Pay Rs. 1800/-)

Essential Qualification : (i) 10th Class Pass or equivalent qualification from a recognized Board.
(ii) Certificate of passing examination regarding first aid or equivalent issued by any Government affiliated organization like St. John's Ambulance Association.
(iii) Having one year experience of nursing in Government or Private hospital or nursing home.

Initial Place of Posting : New Delhi

Job Requirements : 1. Rendering appropriate help to advisors/experts staying in the UPSC Adviser's Suite, who may need assistance due to their sudden illness.
2. He/ She will render first aid to them in case of emergency.
3. He will help in transporting them to the nearest Government or Private Hospital for appropriate medical attention.
4. He will help them in taking medicines; apply hot water bottle or any other general help in taking medicines prescribed by the doctors.
5. He will do any other duty that may be assigned to him by the medical practitioner engaged by UPSC.
6. He is required to be available even after office hours, in case of emergency etc.

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Instruction for PH (PWD Candidates) : Post is identified suitable for {OH (OL)/HH/VH (LV)} candidates.

Post category No. : **NR15119**

Name of post : Printing Assistant

Classification : {Group 'B' Non Gazetted & Non –Ministerial}

Vacancy : 01 (UR-01)

Department : Official Languages Wing, Legislative Department, Ministry of Law and Justice.

Age : Not exceeding 30 years {age relaxation is admissible as per Govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification :
1. Degree from a recognized University established or incorporated by or under a Central Act, provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign university approved by the Central Government Plus.
2. At least two years experience of proof reading in printing press or in a Government of a Central or State and union Territory Administration.
3. Passed High School with Hindi as a Medium of Examination.

Initial Place of Posting : New Delhi

Job Requirements : To edit the manuscripts of Bills, Acts, Gazettes, Digital editions and other jobs of Hindi version published by the department and to check the proofs of the above jobs. Correspondence with Government of India Presses, Directorate of Printing/Publication in connection with the printing of the publications of the Department.

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Instruction for PH (PWD Candidates) : Post is identified suitable for PWD.

Post category No. : **NR15219**

Name of post : Copyholder

Classification : {Group 'C' Non Gazetted & Ministerial }

Vacancy : 01 (SC-01)

Department : Official Languages Wing, Legislative Department, Ministry of Law and Justice.

Age : Not exceeding 27 years {age relaxation is admissible as per Govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : (i) 12th Class pass from a recognized Board or University
(ii) One year experience in English and Hindi copy holding or Proof Reading in a Printing press or a newspaper Printing establishment.
(iii) Hindi as a subject or medium of education at High School (10th) level.

Initial Place of Posting : New Delhi

Job Requirements : Copyholder assist in Proof reading in all such statutory documents before finalizing the proof for printing. Apart from this, the services of copyholders are consistently required for the work relating to finance bills to be introduced in Parliament every level post and the other posts in the hierarchy in i.e. Proof Reader, Assistant (Printing) and Superintendent (Printing)

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Instruction for PH (PWD Candidates) : Post is identified suitable for PWD.

Post category No. : **NR15319**

Name of post : Technical Assistant (Printed Publicity/Production)

Classification : {Group 'B' Non Gazetted & Ministerial}

Vacancy : 03 (UR-01, OBC-01 & ST-01)

Department : Bureau of Outreach and Communication, Ministry of Information & Broadcasting.

Age : Not exceeding 30 years {age relaxation is admissible as per Govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : (i) Diploma in Printing Technology from a recognized University/Institution or equivalent.
(ii) 2 years experience in a reputable printing press/ publishing house/advertising agency/Government Organization engaged in bringing out books, periodicals, posters, folders, calendar's and other form of printed materials.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : To assist the Assistant Production Manager (Printed Publicity)/Assistant Director (Production) in the day-to-day work for completion of Production and Printing of books, periodicals, posters, folders, calendars and other form of printed materials.

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Instruction for PH (PWD Candidates) : Post is identified suitable for PH (OA/HH/OL,LU) candidates.

Post category No. : **NR15419**

Name of post : Sub Inspector/Fire

Classification : {Group 'B' Non Gazetted & Non-Ministerial}

Vacancy : 80 (UR-27, OBC-22, SC-18, ST-08 & EWS-05)

Department : Central Industrial Security Force, Ministry of Home Affairs.

Age : Not exceeding 30 years {age relaxation is admissible as per Govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : A degree in Science with Physics, Chemistry and Mathematics of a recognized University or equivalent;

OR

Matriculation or equivalent and three years diploma in mechanical, Civil, Electrical, Automobiles, Chemical, Mining, Aeronautical, Telecommunication Engineering or equivalent examination passed from recognized University or Board or Institutions.

Initial Place of Posting : Anywhere in India.

Job Requirements : SI/Fire will be shift in charge of Fire station; he will attend all fire calls/emergencies during his shift hours. He will supervise all firefighting and rescue operations in consultation with his superiors; he will maintain fire station area, firefighting equipment and appliances to keep them in perfect working condition. He will be responsible to maintain all relevant documents in his shift and also ensure the effective functioning of fire station with high standards. He will obey/execute other orders/duties as assigned by his seniors.

Instruction for PH (PWD Candidates) : Post is **not** identified suitable for PWD.

Post category No. : **NR15519**

Name of post : Data Entry Operator Grade-A

Classification : {Group 'C' Non Gazetted & Non-Ministerial}

Vacancy : 01(OBC/PWD-01)

Department : Department of Agriculture, Cooperation & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare.

Age : Not exceeding 25 years {age relaxation is admissible as per Govt.
instructions.}

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : (i) 12th pass standard in Science stream with mathematics as a
subject from a recognized board or equivalent.
(ii) A speed test of not less than 15000 key depressions per hour for
data entry work to be ascertained through speed test on computer.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : 1. Assistance in design, development, implementation of
information system and data base system operations, analysis
thereon, including assistance to System Analyst, data organization,
data collection collation, validation, coding, processing/maintenance
back up of all data in use and likely to be used; operation of any
type of EDP machine/computer/computerized instrument and
supervision of work in the absence of System Analyst.
2. Any other job assigned by the senior officers.

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Instruction for PH (PWD Candidates) : Post is identified suitable and reserved for
PWD candidates.

| | | |
|--|---|--|
| Post category No. | : | NR15619 |
| Name of post | : | Senior Translator |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 03 (UR – 02 & OBC-01) |
| Department | : | Central Translation Bureau Department of Official Language, Ministry of Home Affairs, |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-7 (Grade Pay Rs. 4600/-) |
| Essential Qualification | : | (i) Master's Degree from a recognized University or equivalent in Hindi with English as a subject at Degree level, OR Master's Degree from a recognized University or equivalent in English with Hindi as a subject at Degree level, OR Master's Degree from a recognized University or equivalent in any subject with Hindi and English as subjects at Degree level OR Master's Degree from a recognized or equivalent in any subject with Hindi Medium and English as a subject at Degree Level OR Master's degree from a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level (ii) Three years' experience of terminological work in Hindi and/or Translation work from English to Hindi or vice-versa preferably of technical or scientific literature OR Three years' experience of teaching, research or journalism in Hindi. |
| Initial Place of Posting | : | New Delhi (AISL). |
| Job Requirements | : | Translation of code, Manuals & Procedural literature from English to Hindi & vice versa. |
| Instruction for PH (PWD Candidates) | : | Post is identified as suitable for PWD. |

Post category No. : **NR15719**

Name of post : Economic Investigator Grade-II

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 03 (UR – 02 & OBC-01)

Department : Department of Rural Development, Ministry of Rural Development.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : Graduate with Economics as a main subject from a recognized university or equivalent

Initial Place of Posting : New Delhi (AISL).

Job Requirements : Collection, compilation, interpretation of economic data.

Instruction for PH (PWD Candidates) : Post is identified as suitable for OH candidates.

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|--|---|---|
| Post category No. | : | NR15819 |
| Name of post | : | Investigator Grade-II |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 02 (UR – 02), one post reserved for OH. |
| Department | : | Ministry of labour and Employment. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | Degree from recognized University with Statistics, Mathematics or Economics as one of the subject. |
| Initial Place of Posting | : | New Delhi (AISL). |
| Job Requirements | : | Collection, compilation, tabulation, analysis and interpretation of statistical data relating to various labour laws, maintaining and updating of such data, analysis in regard to studies conducted by the Ministry through questionnaire. |
| Instruction for PH (PWD Candidates) | : | Post is identified as suitable for PWD. |

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|--|---|--|
| Post category No. | : | NR15919 |
| Name of post | : | Assistant Chemist |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 03 (UR – 01, OBC-01 & SC-01) |
| Department | : | National Museum, Ministry of Culture. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | (i) Master's Degree in Chemistry from a recognized University (ii) Two years practical experience in the field of analysis of Materials. |
| Initial Place of Posting | : | New Delhi |
| Job Requirements | : | 1. Examination and analysis of museum materials/antiques. 2. To attend to in case of emergency delicate preservation problems. 3. To attend to routine work of conservation. 4. Lecture to various conservation course trainees. 5. Application of chemistry in the examination, analysis and preservation of museum materials/antiques. |
| Instruction for PH (PWD Candidates) | : | Post is not identified suitable for PWD candidates. |

| | | |
|--|---|---|
| Post category No. | : | NR16019 |
| Name of post | : | Library Clerk |
| Classification | : | {Group 'C' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 01 (UR – 01) |
| Department | : | Ministry of Home Affairs' Library, Ministry of Home Affairs. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-2 (Grade Pay Rs. 1900/-) |
| Essential Qualification | : | (i) Matriculation or equivalent from a recognized institution. (ii) Certificate in Library Science from a recognized institution. |
| Initial Place of Posting | : | New Delhi |
| Job Requirements | : | <ol style="list-style-type: none"> 1. Work of Annual Subscription of Gazette of India Publications. 2. Making entries of Gazette of India Publication in Cardex cards as and when received. 3. Preparing the sets of Books/Law Journals/Gazette of India Publication for binding purpose. 4. Preparing the list of Books Books/Law Journals/Gazette of India Publication for binding purpose. 5. Issue/Return of books to the borrowers. 6. Arranging the returned books on shelves with the help of Senior Library Attendant. 7. Any other work assigned by Superiors for time to time. |
| Instruction for PH (PWD Candidates) | : | Post is identified as suitable for OH/HH candidates. |

Post category No. : **NR16119**

Name of post : Library & Information Assistant

Classification : {Group 'B' Non Gazetted, Non-Ministerial}

Vacancy : 01 (UR – 01)

Department : Directorate of Economics & Statistics, Ministry of Agriculture & Farmers Welfare.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification :
1. Bachelor degree in Library Science or Library and Information Science of a recognized University or Institute.
2. Two year's professional experience in a library under Central or State Governments or Autonomous or Statutory Organization or Public Sector Undertaking or Universities or Recognized Research of Educational Institution.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : Maintenance of Books in Library of Directorate of Economics & Statistics.

Instruction for PH (PWD Candidates) : Post is identified as suitable for OH/HH candidates.

Post category No. : **NR16219**

Name of post : Girl Cadet Instructor (GCI)

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 02 (UR – 01 & SC-01)

Department : Directorate General NCC, Ministry of Defence.

Age : 20-25 years

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : (a) Degree in any discipline from a recognized University; and
(b) 'C' Certificate of National Cadet Corps.

Initial Place of Posting : Uttrakhand (AISL)

Job Requirements : To escort and train the NCC Girl Cadets, adm duties, cadet enrolment, stores, holding, escorting girl cadets during sports and adventure activities/outdoor camps, personality development and officiating as Associate NCC Officers (ANOs) in their absence.

Instruction for PH (PWD Candidates) : Post is **not** identified as suitable for PWD candidates.

Note: - Being an all Women Cadre, only Woman Candidates are to be recruited. Selected candidates are required to undergo Medical Examination

Post category No. : **NR16319**

Name of post : Data Entry Operator Grade -A

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 02 (UR – 01 & OBC-01)

Department : Directorate of Economics & Statistics, Ministry of Agriculture & Farmers Welfare.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : (a) 12th standard pass from a recognized Board or University
(b) Should possess a speed of not less than 8000 (eight thousand) key depressions per hour for data entry work.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : Compilation, feeding, tabulation and posting of Agro-Economic data and other routine work.

Instruction for PH (PWD Candidates) : Post is identified as suitable for PWD candidates.

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|--|---|--|
| Post category No. | : | NR16419 |
| Name of post | : | Projectionist |
| Classification | : | {Group 'C' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 01 (UR – 01) |
| Department | : | Lal Bahadur Shastri National Academy of Administration, Mussoorie. |
| Age | : | Not exceeding 25 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-4 (Grade Pay Rs. 2400/-) |
| Essential Qualification | : | (i) 12th Class pass from a recognized Board or University; (ii) Diploma or Certificate in Cinema Projection from a recognized Institution. |
| Initial Place of Posting | : | Mussoorie (Uttarakhand) |
| Job Requirements | : | To operate film, slide, projectors, Classroom equipments' and other electrical appliances such as sound system etc. for the different training programmes conducted in the Academy, Setting up and separating public address and sound system in the auditorium and the conference rooms, whenever required. Carrying out minor maintenance of Audio-Visual equipment's, films and slides. Any other work assigned by senior Officers from time to time. |
| Instruction for PH (PWD Candidates) | : | Post is not identified suitable for PWD. |

Post category No. : **NR16519**

Name of post : Library and Information Assistant

Classification : {Group 'B' Non Gazetted, Non-Ministerial}

Vacancy : 03 (UR – 03)

Department : Ministry of Electronics & Information Technology.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification :
1. Bachelor degree in Library Science or Library and Information Science of a recognized University or Institute.
2. Two year's professional experience in a library under Central or State Governments or Autonomous or Statutory Organization or Public Sector Undertaking or Universities or Recognized Research or Educational Institution.

Initial Place of Posting : New Delhi

Job Requirements : To handle and perform the Library Activities.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD candidates.

| | | |
|--|---|---|
| Post category No. | : | NR16619 |
| Name of post | : | Evaluator (Regional Language) |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 03 {UR – 01 (Malyalam), OBC (Tamil), SC (Bangla)} |
| Department | : | Central Hindi Directorate, Ministry of Human Resource Development (Department of Higher Education) |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-7 (Grade Pay Rs. 4600/-) |
| Essential Qualification | : | (i) At least second class Master's Degree in Hindi of a recognized University or equivalent. (ii) Knowledge of English and the regional language concerned at the degree level. |
| Initial Place of Posting | : | New Delhi (AISL) |
| Job Requirements | : | (i) To evaluate response sheets of the students. (ii) To prepare lessons. (iii) Hindi classroom teaching through Personal contact programmes in various Non-Hindi Speaking areas etc. |
| Instruction for PH (PWD Candidates) | : | Post is identified suitable only for OH candidates. |

Post category No. : **NR16719**

Name of post : Assistant Research Officer for regional Language

Classification : {Group 'B' Non Gazetted, Non-Ministerial}

Vacancy : 08 {UR – 05 (01-Assamsee, 01-Dogri, 01-Maithili, 01-Punjabi, 01-Telugu), OBC-02 (01-Bengali, 01-Sindhi), SC-01 (Tamil)}

Department : Central Hindi Directorate, Ministry of Human Resource Development (Department of Higher Education)

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-7 (Grade Pay Rs. 4600/-)

Essential Qualification : (i) Master's Degree in Regional language from a recognized University or Institute with Hindi and English as compulsory or optional subjects at the Bachelor's level;

OR

(ii) Master's Degree in Hindi from a recognized University or Institute with English and the Regional Language concerned at the Bachelor's level.

Initial Place of Posting : New Delhi (AISL)

Job Requirements : (i) To assist in the implementation of schemes relating to propagation & Development of Hindi.
(ii) To assist the publication of various periodicals.
(iii) To assist the preparation of dictionaries-Lingual, bilingual and multilingual.
(iv) To assist the preparation of Dictionaries in Foreign language and cultural exchange programme.

Instruction for PH (PWD Candidates) : Post is identified suitable only for OH candidates.

Post category No. : **NR16819**

Name of post : Laboratory Assistant Gr. III (Geology)

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 02 (UR-02), out of 02 vacancies, 01 vacancy is reserve for HH.

Department : Geological Survey of India, Western Region.

Age : Not exceeding 25 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-2 (Grade Pay Rs. 1900/-)

Essential Qualification : 12th standard pass with any of the science subject from a recognized University or Board or Institution.

Initial Place of Posting : Western Region, Jaipur, Rajasthan.

Job Requirements : (i) Cutting/powdering/grinding/polishing/grain mounting of Geological samples.
(ii) Preparation of reagent as well as assistance in sampling work and registration of samples.
(iii) Cleaning of geological laboratories and equipment.
(iv) To assist in the museum work/arrangement of fossils, specimen, re-organization of samples.
(v) Any other work assigned by senior officer.

Instruction for PH (PWD Candidates) : Post is identified suitable and reserve for HH candidates.

- Post category No.** : **NR16919**
- Name of post** : Section Officer (Horticulture)
- Classification** : {Group 'B' Non Gazetted, Non-Ministerial}
- Vacancy** : 12 (UR-07, OBC-02, SC-02 & ST-01)
- Department** : Ministry of Urban Development, Central Public Works Department, New Delhi
- Age** : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}
- Pay Scale** : Level-6 (Grade Pay Rs. 4200/-)
- Essential Qualification** : (a) B.Sc in Agriculture or Botany or Horticulture from a recognized University or Institute; and possessing Two years experience in Horticulture including Ornamental Gardening in any Govt. department or Autonomous or Statutory body or PSU or in any Company incorporated under companies Act, 2013 or listed in Stock exchange
- OR**
- (b) M.Sc in Agriculture with Specialization in Horticulture or M.Sc in Landscape Architecture or Floriculture from a recognized University or Institute.
- Initial Place Of Posting** : Anywhere in India.
- Job Requirements** : 1. The Section Officer selected for this job will be responsible for the progression and maintenance of the trees, lawn and the gardens of bungalows, residential colonies, parks and both sides of the roads.
2. The Section officer will be responsible for sharing the work with his subordinate employees presented.
3. He is also responsible for maintaining the accounts of tools and plants and the materials purchased for the store by him.
4. Section Officer should be capable for distributing the work to the gardeners normally 40 to 50 gardeners will be there and make them do more work and the section Officer himself should be physically strong and should have the capacity to work in all the climates such as instructions determined by the Department from time to time.
- Instruction for PH (PWD Candidates)** : Post is identified suitable for OH(OA), HH).

Post category No. : **NR17019**

Name of post : Technical Assistant

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 01 (OBC-01)

Department : Ministry of Road Transport & Highways, Parivahan Bhawan.

Age : 18-27 years.

Pay Scale : Level-4 (Grade Pay Rs. 2400/-)

Essential Qualification : (i) 10th Class pass from a recognized Board;
(ii) Two years Certificate in Draftsmanship from recognized Industrial Training Institute or Polytechnic approved by National Council for Vocational Training, Ministry of Labour;

OR

(iii) Diploma in Civil Engineering from a recognized University or Institute; and
(iv) One year experience in draftsmanship in Government or Undertaking or in an Autonomous body or Public Sector Undertaking.

Initial Place Of Posting : Parivahan Bhawan, Headquarters, New Delhi.

Job Requirements : To frame new estimate from available data and computational work. To frame new estimate from available data. To check the calculations data of estimate received from state. Checking and preparing project estimates. To prepare the original drawings from the given data in respect of projects. To enlarge & reduce plans and calculate areas. To assist the higher officers in design work and making small designs. To prepare original drawing from given data. To check & prepare estimate. To enlarge and reduce plan by means of pantograph and calculate arrears by means of plain meter. TO do plotting of cross section, long section and graph from given data. To keep record of maps drawing and tracing and mathematical instruments. Any other work assigned by the higher officers.

Instruction for PH (PWD Candidates) : Post is identified suitable for OH/HH candidates.

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|--|---|--|
| Post category No. | : | NR17119 |
| Name of post | : | Assistant Field Officer |
| Classification | : | {Group 'B' Non Gazetted, Non-Ministerial} |
| Vacancy | : | 43(UR-25, OBC-07 & SC-11), out of total vacancies, 02 vacancies reserved for UR/OH & 03 vacancies reserved for UR/HH. |
| Department | : | Soil and Land Use Survey of India, Ministry of Agriculture & Farmers Welfare. |
| Age | : | Not exceeding 30 years {age relaxation is admissible as per govt. instructions.} |
| Pay Scale | : | Level-6 (Grade Pay Rs. 4200/-) |
| Essential Qualification | : | M.Sc. Degree in Agriculture with Soil Science or Soil Science and Agriculture Chemistry as a subject from a recognized University or Institute. |
| Initial Place Of Posting | : | New Delhi (AISL) |
| Job Requirements | : | (1) To study, analyze and interpret remote sensing data for pre-field and post-field mapping. (2) To carry out soil survey, collection of related data, preparation of soil maps and draft reports. (3) Generation of spatial and non-spatial data for draft report preparation as well as relevant thematic maps using GIS & RDBMS. (4) Soil & Water samples analysis for their psycho-chemical properties as per requirement. Assist senior officials in all relevant technical work. |
| Instruction for PH (PWD Candidates) | : | Post is identified suitable and reserved for OH/HH candidates. |

Post category No. : **NR17219**

Name of post : Laboratory Assistant

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 01 (UR-01)

Department : Zoological Survey of India, Ministry of Environment, Forest and Climate change.

Age : Not exceeding 27 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-3 (Grade Pay Rs. 2000/-)

Essential Qualification : Higher Secondary (10+2 Year course) or equivalent with Biology as one of the subject from a recognized Board or University.

Initial Place Of Posting : Jodhpur (Rajasthan), (AISL)

Job Requirements :
(i) Proper maintenance of the laboratories and equipment.
(ii) Preparation of material required for sectional work.
(iii) Proper upkeep of laboratory equipment.
(iv) Preparation of material required for sectional work.
(v) Maintenance cleanness of laboratory.
(iv) Any other work assigned.

Instruction for PH (PWD Candidates) : Post is identified suitable for HH(PD) candidates.

Post category No. : **NR17319**

Name of post : Superintendant of Government Hostels

Classification : {Group 'C' Non Gazetted, Non-Ministerial}

Vacancy : 01 (UR-01)

Department : Directorate of Estates, Ministry of Housing and Urban Affairs.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-5 (Grade Pay Rs. 2800/-)

Essential Qualification : (1) University Degree with a good knowledge of spoken English and Hindi.
(2) One year experience in catering and Hostel Management, administrative experience in any Government office, reputed firm/restaurant/Hotel.

Initial Place Of Posting : New Delhi

Job Requirements : Daily inspection of booking and reservation record; to check attendance of Receptionist; to prepare a daily report of occupation and vacation of accommodation with details of revenue; daily inspection of the Government Hostel facility to ensure sanitary condition; to check the complaint register and to ensure that the CPWD have complied with the complaints and if not, personally take up the matter with concerned CPWD officer for rectifying such complaints; to check the visitor's book and allied records such as bill book to ensure details of payment and other entry in the visitor's book; to submit a comprehensive report of all booking, allotment with details of payment y actual count of day(s) at the end of the month; and record a certificate; to maintain the daily attendance sheets of contractual sanitation and housekeeping staff posted in the hostel facility; to check the daily use inventory of the rooms supplied by the contractor for the use of occupants and to ensure that the occupants and to ensure that the contractor supplying the same as per contract; Inspection of canteen services provided by the contractor in the hostel facility; any other work or duty assigned by the chief Superintendent Government Hostels.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD candidates.

Post category No. : **NR17419**

Name of post : Assistant (Printing)

Classification : {Group 'B' Non Gazetted, Ministerial }

Vacancy : 01 (UR-01)

Department : Legislative Department, Ministry of Law and Justice.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions. }

Pay Scale : Level-6 (Grade Pay Rs. 4200/-)

Essential Qualification : (i) Degree from a recognized University established or incorporated by or under a Central Act, Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.
(ii) Two years experience of proof reading particularly proofs of Bills, Acts, and Ordinances in Government Press.

Initial Place Of Posting : New Delhi

Job Requirements : To edit the manuscripts of Bills, Act, Gazettes, Digital editions and other jobs published by the Department and to check the proofs of the above jobs.

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Instruction for PH (PWD Candidates) : Post is identified suitable for PWD(OH(BL,OL, OA, OA&OL, VH)

Post category No. : **NR17519**

Name of post : Assistant Scientific Officer (Management) (HR)

Classification : {Group 'B' Non Gazetted, Ministerial}

Vacancy : 01 (UR-01)

Department : Commission for Scientific and Technical Terminology, M/o Human Resource Development.

Age : Not exceeding 30 years {age relaxation is admissible as per govt. instructions.}

Pay Scale : Level-7 (Grade Pay Rs. 4600/-)

Essential Qualification : (i) Master's Degree of a recognized University in the subject concerned (HR).
(ii) Studied Hindi or any Modern Indian Language and English as compulsory or optional subject at tenth level; and
(iii) Three years of field or research or teaching experience in the concerned subject (HR) from any Central Government or State Government or from any autonomous or Statutory Body, University or recognized research Institutions or Public Sector Undertaking.

Initial Place Of Posting : New Delhi (AISL)

Instruction for PH (PWD Candidates) : Post is not identified suitable for PWD.

Post category No. : **NR17619**

Name of post : Proof Reader

Classification : {Group 'C' Non Gazetted, Ministerial}

Vacancy : UR-02

Department : Ministry of Law and Justice, Legislative Department, New Delhi

Age : 18-27.

Pay Scale : Level-5 (Grade Pay 2800/-)

Essential Qualification : (i) Degree of a recognized University incorporated by or under a Central Act, a Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.
(ii) Minimum five years experience of printing work in English in the Ministry of Law and Justice and/or any central Government or a state Government press or any other press or a newspaper office.
(iii) Should qualify in a departmental test in English Proof Reading.

Initial Place Of Posting : New Delhi

Job Requirements : (i) First reading of proofs.
(ii) Revision of proof.
(iii) Transfer of correction sin other proof copies.
(iv) On duty in various Presses whenever necessary
(v) Editing of manuscripts whenever necessary.
(vi) Checking of amendments whenever necessary.
(vii) Final checking of proofs whenever necessary.

Instruction for PH (PWD Candidates) : Post is identified suitable for PWD(OH(BL,OL, OA, OA&OL, VH)