

ESSENTIAL QUALIFICATION FOR EACH CATEGORY OF STAFF

S. NO.	POST	ESSENTIAL QUALIFICATION/ EXPERIENCE
1	a) Steno/Executive Assistant	a) Graduation OR three years Diploma in Office Management b) Dictation (10 minutes @ 80 words per minute) c) Transcription (50 minutes – English – on computer) d) MS-Office (Word, Excel and PowerPoint) e) Minimum <u>TWO YEARS</u> relevant experience
	b) Steno/Executive Assistant	a) Graduation OR three years Diploma in Office Management b) Dictation (10 minutes @ 80 words per minute) c) Transcription (50 minutes – English – on computer) d) MS-Office (Word, Excel and PowerPoint) e) Minimum <u>FIVE YEARS</u> relevant experience
2	a) Office Assistant	a) Graduation OR three years Diploma in Office Management OR Intermediate with Minimum 60 per cent of Marks. b) MS-Office (Word, Excel and PowerPoint) c) Minimum <u>TWO YEARS</u> relevant experience.
	b) Office Assistant	a) Graduation OR three years Diploma in Office Management OR Intermediate with Minimum 60 per cent of Marks. b) MS-Office (Word, Excel and PowerPoint) c) Minimum <u>FIVE YEARS</u> relevant experience

3	Auto CAD Operator	a) Graduation OR Intermediate with Minimum 50 percent of Marks. b) Certificate in Auto CAD operation. c) Minimum three years relevant experience.
4	Land Consultant like Patwaries (Non retired Govt. Servant)	Well conversant person with revenue land records and experience in land acquisition Work.
5	Attendant/Field Man for Staff/Officers	Literate able body person with minimum pass in Class VIII.

Note: Besides the categories mentioned above, DFCCIL may ask the Manpower Service Provider to provide other categories of staff also on hiring basis. The essential qualification/pay structure for such categories shall be decided by mutual agreement and the services will be provided at the agreed commission.