

## **QUALIFICATIONREQUISITES FOR ADMINISTRATIVE STAFF**

### **1. Adm Supervisor.**

- (i) Should be retired JCO/Hony rank having administrative experience.
- (ii) Should have basic knowledge of handling of Master ledger of stores.
- (iii) Should have basic knowledge of stores, eqpt maintenance and Man management.
- (iv) Should not have left services on disciplinary/dismissal grounds.

### **Preferred**

- (i) Should be a security course qualified.
- (ii) Should be computer savvy.
- (iii) Should be SHAPE-I or SHAPE-II (Less 'S' factor).

### **2. Head Clerk.**

- (i) Preferably an Ex-Serviceman of clerk category upto the age of 55years.
- (ii) 5-10 years of experience in Office Management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.
- (iii) Computer Savvy–MS Office.etc.
- (iv) Educational Qualification–Minimum Graduate in case of civilian.
- (v) Should not have any disciplinary case against him in the entire service.

### **3. LDC.**

- (i) Graduate or ten years of service as a clerk (for Ex-Servicemen). Computer literate.
- (ii) Knowledge of Computer MS Office (Speed 12000 key depression per hour).
- (iii) Basic knowledge of accounting.