

**ESSENTIAL QUALIFICATION FOR EACH CATEGORY OF STAFF**

<b>S. NO.</b>	<b>POST</b>	<b>ESSENTIAL QUALIFICATION/ EXPERIENCE</b>
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) <b>Minimum <u>TWO YEARS</u> relevant experience</b>
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) <b>Minimum <u>TWO YEARS</u> relevant experience.</b>
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.
5	Attendant/Field Man for Staff/Officers	Able to perform duty of Attendant/Field Man with educational qualification preferably High School.
6	Providing round the clock two nos. Security Guard for safety, Security, watch & ward services for the office	Able to perform duty of Attendant/Field Man with educational qualification preferably High School.

**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.