RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND INVESTMENT CORPORATION LIMITED: UDYOG BHAWAN, TILAK MARG, JAIPUR - 302 005

No. A.1(4) Misc./17/Pt.I
Dated: 10 November, 2020

OFFICE ORDER

The Working Committee of the Board in its meeting held on 22nd October 2020 vide item No. 03 has accorded approval for amendment in the Schedules for the post of Junior Assistant and Stenographer. The amended Schedules are annexed herewith.

(Bindu Karunakar)
Advisor (A&M)

Annexure: - As above

Copy to:
1. All Controlling Officers
2. All Unit Heads
3. GM (IT)
4. Secretary
5. Manager (Bills)/(GAD)/(HRD)
6. Dy. Manager (HRD)
7. Notice Board
8. Office Order File/Concerned File

Copy also to:
1. PS to Chairman
2. Sr. PS to MD

SCHEDULE OF JUNIOR ASSISTANT

Name of the post and pay scale	Mode of recruitment		Qualification & Experience		Remarks
	Direct	Selection	If filled by direct	If filled by selection.	
Junior Assistant Running Pay (PB-I) 5200-20200 + G.P. 2400/- (Level-6)	85%	15%	A. Senior Secondary from a recognized Board or its equivalent examination. AND B. 'O' or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. OR Certificate Course on Computer concept by NIELIT, New Delhi. OR Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. OR Degree/Diploma/Certificate in Computer science/computer applications from a University established by Law in India or from an institution recognized by the Government. OR Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. OR Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government. OR	A. Senior Secondary from a recognized Board or its equivalent examination. AND B. 'O' or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. OR Certificate Course on Computer concept by NIELIT, New Delhi. OR Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. OR Degree/Diploma/Certificate in Computer science/computer applications from a University established by Law in India or from an institution recognized by the Government. OR Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. OR	

SCHEDULE OF JUNIOR ASSISTANT

Name of the post and pay scale	Mode of recruitment		Qualification & Experience		Remarks
	Direct	Selection	If filled by direct	If filled by selection.	
			Rajasthan State Certificate Course in Information Technology (RSCIT) Conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.	Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.	
			OR	OR	
			Any equivalent or higher qualification recognised by the Government.	Rajasthan State Certificate Course in Information Technology (RSCIT) Conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.	
				OR	
				Any equivalent or higher qualification recognised by the Government.	

Note: 1.   In case of incumbent employees who has acquired B. Tech degree, in which a computer subject is studied for atleast one semester/year, is exempted for qualifying the RSCIT and any other computer related qualification.

Note: 2.   The decision of the Appointing Authority, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.

Approved by the Working Committee in its meeting held on 22.10.2020 vide item No. 3

(Bindu Karunakar)
Advisor (A&M)

SCHEDULE OF QUALIFICATION FOR THE POST OF STENOGRAPHER

Name of the post and pay scale	Mode of recruitment		Qualification & Experience		Remarks
	By Direct	By Selection	If filled by direct recruitment	If filled by selection	
Stenographer Running Pay (PB-2) 9300 - 34800 + G.P. 3600/- (Level-10)	100%		A. Senior Secondary from a recognized Board or its equivalent examination, And B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. OR Certificate course on computer concept by NIELIT, New Delhi. OR Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. OR Degree/Diploma/Certificate in Computer science/computer applications from a University established by Law in India or from an institution recognized by the Government. OR Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/Computer Application as one of the subjects. OR Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government. OR Rajasthan State Certificate Course in Information Technology (RSCIT) Conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan knowledge Corporation Limited. OR Any equivalent or higher qualification recognised by the Government.		

Note:-1. The decision of the Appointing Authority, regarding the qualification or higher qualification of computer possessed by a candidate shall be final.

Approved by the Working Committee in its meeting held on 22.10.2020 vide item No. 3

(Bindu Karunakar)
Advisor (A&M)