

Annexure—A

Qualifications for the posts of Clerk, Steno-Typist and Stenographer in all A-Class offices

Name of post

Qualifications

1. Clerk

1. Matric 1st Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent.
(For Ex-Servicemen, Matric only)

2. Knowledge of Hindi up to Matric Standard.

3. Hindi/English typing at a speed of 25/30 words per minute respectively.

2. Steno-typist

1. Matric 1st Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent.
(For Ex-Servicemen, Matric only)

2. Knowledge of Hindi upto Matric Standard.

3. English Shorthand at 80 words per minute and transcription thereof at 11 words per minute.

3. Stenographer

1. Matric 1st Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent.
(For Ex-Servicemen, Matric only)

2. Knowledge of Hindi upto Matric Standard.

3. English short hand at 100 words per minute and transcription thereof at 20 words per minute.

4. Hindi short hand at 80 words per minute and transcription thereof at 15 words per minute.

Annexure—B

Qualifications for the posts of Clerk/Steno-Typist and Stenographers in all offices other than A-Class Offices,

Name of the post	Qualifications
1. Clerk	<ol style="list-style-type: none"> 1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi or English typing at a speed of 25/30 words per minute respectively.
2. Steno-typist	<ol style="list-style-type: none"> 1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi Short-hand at 64 words per minute and transcription thereof at 11 words per minute. <p>OR</p> <p>English short-hand at 80 words per minute and transcription thereof at 15 words per minute.</p>
3. Stenographer	<ol style="list-style-type: none"> 1. Matric/Higher Secondary or equivalent/10+2 (Vocational) 2. Knowledge of Hindi upto Matric Standard. 3. Hindi short-hand at 80 words per minute and transcription thereof at 15 words per minute. <p>OR</p> <p>English short-hand at 100 words per minute and transcription thereof at 20 words per minute.</p>