Qualifications for the posts of Clerk, Steno-Typist and Steno	grapher in all A Class Offices
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Name of Post		Qualifications
1. Clerk Soo ^Y) 1. 0 (Whatsvilles) we shap Gueston Divisions		Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent. (For Ex-servicemen Matric only)
bindatric Standard (2).	2.	Knowledge of Hindi upto Matric Standard.
brow 00 bas 25 16 bood 30 word	islish Th	Hindi and English typing at a speed of 25 and 30 words per minute respectively.
2. Steno-Typist	48898° 1.	Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/ 10+2 (Vocational) Second Division/Graduate or equivalent. (For Ex-Servicemen Matric only)
		Knowledge of Hindi upto Matric Standard.
	3.	English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.
		Hindi shorthand at 64 words per minute and transcrip- tion thereof at 11 words per minute.
3. Stenographer	bniH do	Matric 1st Division/Higher Secondary Second Division/ Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent. (For Ex-Servicemen, Matric only)
a 60 words per minute and rangerip words per minute at 100 words per minute and transcrip vords per minute		Knowledge of Hindi upto Matrie Standard.
	3.	English shorthand at 100 words per minute and trans- cription thereof at 20 words per minute.
	to basilita tow 004m	Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute.

Annexure-B

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

Name of the Post	
1. Clerk All Headings vinger Division (vino prints)	1. Matric/Higher Secondary or equivalent/10+2 (Voca-
i upter Matrice Stallard	2 K and a first of Martine and a
ping at a spice dof 25 and 30 words	3. Hindi and English Typing at a speed of 25 and 30 words per minute respectively.
2. Steno-Typist	
	3. Hindi Shorthand at 64 words per minute and transcrip- tion thereof at 11 words per minute.
duning and a staw 08 To people with	OR
of vorids net mingle and than stip	English shorthand dt 80 words per minute and transcrip- tion thereof at 15 words per minute.
3. Stenographer	1. Matric/Higher Secondary or equivalent/10+2 (Voca- tional).
	2. Knowledge of Hindi upto Matric Standard.
	3. Hindi Shorthand at 80 words per minute and transcrip- tion thereof at 15 words per minute.
nini, has elugia received and initial	OR
t so word or minute and transen	English shorthand at 100 words per minute and transcrip- tion thereof at 20 words per minute.
turn't filed institute	