

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

| Name of Post    | Qualifications   |
|-----------------|--|
| 1. Clerk        | <ol style="list-style-type: none"> <li>1. Matric 1st Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent.<br/>(For Ex-servicemen Matric only)</li> <li>2. Knowledge of Hindi upto Matric Standard.</li> <li>3. Hindi and English typing at a speed of 25 and 30 words per minute respectively.</li> </ol>  |
| 2. Steno-Typist | <ol style="list-style-type: none"> <li>1. Matric 1st Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent.<br/>(For Ex-Servicemen Matric only)</li> <li>2. Knowledge of Hindi upto Matric Standard.</li> <li>3. English shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute.</li> <li>4. Hindi shorthand at 64 words per minute and transcription thereof at 11 words per minute.</li> </ol> |
| 3. Stenographer | <ol style="list-style-type: none"> <li>1. Matric 1st Division/Higher Secondary Second Division/Intermediate Second Division/10+2 (Vocational) Second Division/Graduate or equivalent.<br/>(For Ex-Servicemen, Matric only)</li> <li>2. Knowledge of Hindi upto Matric Standard.</li> <li>3. English shorthand at 100 words per minute and transcription thereof at 20 words per minute.</li> <li>4. Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute.</li> </ol>            |

## Annexure--B

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

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