

## 9.10 MINIMUM QUALIFICATION:

Following are the minimum qualification for various posts as prescribed by the DAVCMC:

Designations	Minimum Qualification
NTT* (Female candidates only)	Graduation (minimum 50% marks) with valid NTT (2 years) from a recognized institute. OR B.El.Ed . (4 years) OR D.El.Ed. (2 years) If NTT candidates are not available, Trained Graduates or Graduates with JBT (Two years) may be appointed.
PRT*	Graduation (minimum 50% marks) with JBT (Two Years).  <b>Preference should, however, be given to trained graduates.</b>
TGT*	Graduation (minimum 50% marks) with B.Ed. as per the CBSE affiliation bye-laws*  (*applicable for both - CBSE and State Education Board affiliated schools)
PGT*	Post-graduation (minimum 50% marks) with B.Ed. as per the CBSE affiliation bye-laws*  (*applicable for both - CBSE and State Education Board affiliated schools)
<i>* CTET/STET is must where applicable as per the rules.</i>	
Librarian	
(Grade-I) in a Secondary/Sr. Secondary School	B.Lib., Knowledge of computer
Librarian (Grade-II) in a primary school or in primary wing of Sr. Secondary/ Secondary schools	B.Lib., Knowledge of computer
LDC (Admn.)/ LDC (Accounts)/ Stenographer	Graduation (B.Com in case of Accounts Clerk) with knowledge of Typing and Computer (MS Office atleast)/ Knowledge of Stenography is must for Stenographer.
UDC	- Graduation (preferably in Commerce) with knowledge of Typing and Computer.  - Two Years Experience
Assistant	<ul style="list-style-type: none"> <li>Graduation with knowledge of Typing and Computer; knowledge of noting and drafting is essential.</li> <li>Five years' experience.</li> </ul>
Superintendent	<ul style="list-style-type: none"> <li>Graduates having full familiarity with tally and other software used in the school for Audit and Admn. Work proficiency in noting &amp; drafting, letter writing; knowledge of rules and procedures of DAVCMC, knowledge of rules of concerned State Education Act/CBSE/any other affiliating body.</li> <li>Ten years' experience</li> </ul>
Nurse  (Full time if school has 1501 students or more.)	B.Sc. Nursing & Midwifery (4 years) from institute recognized by INC.  OR  3½ years Diploma in GNM with one year experience.

Receptionist/Front Office Asstt. <b>(Student-strength must be at least 500)</b>	Graduation, Knowledge of Computer and Communication Skills in English
Lab. Assistant <i>(for Physics, Chemistry, Biology, Bio-Technology, Home Science Lab)</i>	B.Sc. with concerned subject or equivalent. He/ she must also possess working knowledge of computer.
Lab. Assistant <i>(For Computer Science Lab.)</i>	B.Sc. Computer Science / B.C.A. or equivalent.
Lab. Assistant <i>(For Maths and Language Labs.)</i>	B.A. for Language Lab. /B.Sc. (Maths) for Maths Lab. He/she must also possess working knowledge of computer.
Library Assistant	Diploma in Library & Information Science. He/she must also possess working knowledge of computer.
Counsellor & Wellness Teacher	Graduation with Psychology
	OR
	PG Diploma in Child Development Course
	OR
	Graduation with Diploma in Career Guidance and Counselling.

The services on the following posts be outsourced as per the requirement, ensuring the outsourced person has the qualification as mentioned against each :-

Network Assistant	B.Sc. (Computer Science) / B.C.A. with Diploma in Networking from a recognized institute.
Junior Engineer  <i>(Students' strength is 3500 and above)</i>	10+2 plus three years Diploma in Civil Engineer  OR Graduate in Civil Engineers.
House Keeper / Storekeeper	Graduation
Special Educator	Graduate with B.Ed. (Spl. Education) alongwith CTET.
	Or
	Graduate, B.Ed. (General) alongwith Diploma in Special Education with CTET
	Or
	Graduate, B.Ed. (General) with Post Graduate Professional Diploma in Special Education with CTET
	Or
	Any other equivalent qualification approved by Rehabilitation Council of India (RCI) with CTET.