**Required following personnel for project for various posts apply to: CDECS, 133, Devi Nagar, Nannu Marg, New Sanganer Road, Jaipur-302019 Phone No. 9414077287, Email:** **cdecsjpr@yahoo.in**

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| **S No.**  |  **Post** |  **Qualification** |
| 1 | Architect/ Town Planner | 1. Bachelor Degree in Architecture or Planning with a minimum 50% marks and with an experience of Three years in any Government Departments/ PSUs/Courts/ Authority of Govt/Reputed Private Firm.
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| 2 | Law Officer | 1. 5-Year LLB in English Medium, should possess degree with 60 % marks or equivalent Grade
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| 3 | Steno | 1. Graduate in any discipline with minimum 50% marks or Master's Degree in related discipline
2. Efficiency in English 90 word per minute/ Hindi Steno 80 word per minute
3. Efficiency in English/Hindi typing speed : In Hindi-30 WPM and In English– 60 WPM
4. Should possess Internet and computer skills.
5. Experience of three years in any Government Departments/ PSUs/ Courts/ Authority of Govt/reputed pvt firm
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| 4 | Senior Assistant/ (HR/IT/Office Management/ Accts./ etc.) | 1. Master's Degree or PG Diploma in related discipline with 50% marks.

**or**1. Graduate in any discipline with relevant technical qualification like “O” level course of DOEACC/Tally/ Diploma in Journalism, etc. or Professional qualification of relevant discipline like CA/ CS/ BCA/LLB/B.Tech/ BBA with 50% marks Should possess Internet and computer skills
 |
| 5 | Junior Assistant (HR/IT/Office Management/ Accts./ etc.) | 1. Master's Degree or PG Diploma in related discipline,

**or**1. Graduate with relevant technical qualification like “O” level course of DOEACC/ Tally/ Diploma in Journalism, etc. or Professional qualification of relevant discipline like CA/ CS/ BCA/LLB/B.Tech/ BBA with 50% marks,

**And**1. Graduate with experience of Three years in any Government Departments/ PSUs/ Courts/ Authority of Govt/ reputed pvt firm.
2. Should possess Internet and computer skills.
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| 6 | Computer Operator | 1. Graduate in any discipline with minimum 50 % marks
2. Efficiency in English/Hindi typing speed : In Hindi-30 WPM and in English– 60 WPM
3. Should possess Internet and computer skills Experience of Three years in any Government Departments/ PSUs/ Courts/ Authority of Govt/ reputed pvt firm.
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| 7 | Technician | 1. ITI Certificate/ Polytechnic Diploma with minimum 50 % marks in relevant trade and with a minimum 3 years experience of Government Department / PSU/ Court/ Authority/ Govt Body/ reputed pvt firm
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| 8 | Driver | 1. XII Passed
2. Experience of at least five years of driving LMV with commercial LMV license
3. Experience of Five years of work in or for any Government Departments/ PSUs /Authority of Govt.
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| 9 | Telephone Operator/ Receptionist | 1. Graduate in any discipline with minimum 50 % marks and Experience of Five years of work in or for any Government department/ PSU/Authority of Government
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| 10 | Multi Tasking Staff | 1. XII Passed Experience of Five years of work in or for any Government Departments/ PSUs/ Authority of Govt.
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| 11 | Office Boy/Messenger/ Cycle sawar with bicycle/ Motor cycle | 1. VIII Passed
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| 12 | Choukidar | 1. VIII Passed
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| 13 | Sweeper | 1. VIII Passed
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