

विभिन्न पद की अर्हक से संबंधित योग्यता का विवरण निम्नवत् है :

अनुबंधित प्रशिक्षक (पूर्णकालिक) - योग -

1	शैक्षिक योग्यता	<ul style="list-style-type: none"> संबंधित विषय / क्षेत्र में स्नातक की उपाधि प्रतिष्ठित शैक्षणिक संस्था में कम से कम 3 वर्ष का कार्य अनुभव हिंदी और अंग्रेजी भाषा का ज्ञान
2	आयु	अधिकतम 35 वर्ष
3	वेतन	रु. 35,000/- (प्रतिमाह)

अनुबंधित प्रशिक्षक (अंशकालिक) - गायन, वादन एवं नृत्य -

1	शैक्षिक योग्यता	<ul style="list-style-type: none"> संबंधित विषय / क्षेत्र में स्नातक की उपाधि प्रतिष्ठित शैक्षणिक संस्था में कम से कम 3 वर्ष का कार्य अनुभव हिंदी और अंग्रेजी भाषा का ज्ञान
2	आयु	अधिकतम 35 वर्ष
3	वेतन	रु. 25,000/- (प्रतिमाह)

परियोजना सहायक :

1	Educational and other Qualification	<p>(1) M.A. (Hindi),</p> <p>(2) Experience of creating dictionary / encyclopedia, Publication related experience, Ability to organize and coordinate meetings.</p> <p>(3) English-Hindi typing, Proof revision, Editing work, Image making and editing work.</p> <p>(4) Knowledge of various subjects, Degree from any reputed 3 years work experience in a publishing house is required.</p>
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 35000/- (per month)

अकादमिक सहायक :

1	Educational Qualification	<p>Essential :</p> <p>(1) Master Degree in Hindi or English of a recognized University.</p> <p>(2) English as a subject up to Bachelor's Degree Level for those who possess Master's Degree in Hindi and Hindi as a subject up to Bachelor's Degree level for those who possess Master's Degree in English.</p> <p>(3) Functional Knowledge in English.</p> <p>Desirable :</p>
---	---------------------------	--

		(1) Experience in translation from Hindi to English and Vice-versa. (2) Knowledge of Computer Application
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 35000/- (per month)

डीटीपी सहायक/ऑपरेटर :

1	Educational Qualification	Essential : (1) Graduate from recognized University (2) One Year Diploma / Certificate course in Desk Top Publishing from a recognized institute. (3) Minimum 3 years experience in a publishing house of repute preferably in textbook making. (4) Proficiency in in-design, Photoshop, Illustrator, Equation Editor, Microsoft Word, Including Excel and Page-Maker. (5) Proficiency in typing both in Hindi and English Desirable : (1) Knowledge of Quark Express and Corel Draw (2) Knowledge of prepress preparation
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 35000/- (per month)

तकनीकी सहायक :

1	Educational Qualification	Essential : (1) Master Degree in Hindi or Linguistics of a recognized University. (2) Functional Knowledge in English. Desirable : (1) Experience in translation from Hindi to English and Vice-versa. (2) Experience in Proof reading and press publication work.
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 25000/- (per month)

आशुलिपिक :

1	Educational Qualification	Essential : (1) Graduate from a recognized University (2) Skill Test Norms Dictation : 10 mts @ 80 words per minute in shorthand English or Hindi Transcription (only on computer) 50 mts. (English), 65 mts. (Hindi) Desirable : Having skill of Shorthand (Dictation and Transcription) in both English and Hindi as per the speed indicated in essential qualifications.
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 25000/- (per month)

प्रूफ रीडर :

1	Educational Qualification	Essential : (1) Graduate with Hindi as one of the subject of Study. (2) Proficiency in Proof Reading. (3) Good Knowledge of English. (4) Working knowledge of Computer. Desirable : (1) At least one year professional experience at an established printing press, publication concern or textbook production agencies. (2) Knowledge of Typography.
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 25000/- (per month)

लेखाधिकारी :

1	Educational Qualification	(1) Master degree in Commerce form recognized university. (2) 5 years experience of Administration, Accounts and Establishment matters in a supervisory capacity in a Govt. office or Public body or Commercial organization of repute. (3) Knowledge of Government rules and regulations. (4) Knowledge of Computer application.
2	Age Limit	NA
3	Remuneration	Rs. 40000/- (per month)

ऑडिटर :

1	Educational Qualification	1. B. Com. degree from a recognized university. 2. Experience of maintenance of Accounts for at least 03 years. 3. Good knowledge of Hindi/English. 4. Knowledge in Computer Application.
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 20000/- (per month)

सहायक (विश्वकोश परियोजना) -

1	Educational Qualification	(1) Ph.D. in Education, Linguistics or Hindi Literature. degree, (2) Any equivalent degree like IIT from Indian Institute of Technology, Master of Management Science, Chartered Accountant or equivalent degree, (3) Minimum 3 years of experience in management at a senior position, preferably in the educational sector. Applicants who have published work of high quality can be given preference
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 40000/- (per month)

खंड सहायक (विश्वकोश परियोजना) :

1	Educational and other Qualification	(1) M.A. (Hindi), (2) Experience of creating dictionary / encyclopedia, Publication related experience, Ability to organize and coordinate meetings. (3) English-Hindi typing, Proof revision, Editing work, Image making and editing work. (4) Knowledge of various subjects, Degree from any reputed 2 years work experience in a publishing house is required.
2	Age Limit	45 Years Maximum
3	Remuneration	Rs. 20000/- (per month)

अतिरिक्त योग्यता -

- विविध भारतीय भाषाओं का ज्ञान तथा भारतीय ज्ञान परंपरा का ज्ञान रखने वाले अभ्यर्थियों को प्राथमिकता दी जाएगी।
- कला, खेलकूद, संस्कृति, प्रौद्योगिकी तथा विशेष महत्व / योग्यता वाले अभ्यर्थियों को प्राथमिकता दी जाएगी।