

**Note :** (i) Detailed instructions may be referred at the time of applying On-line application.

(ii) Candidates in their own interest are advised, not to wait till the last date & time for applying online. They should register well before the time for last date of submission of applications. NVS shall not be responsible, if candidates are not able to submit their applications due to last time rush.

**5. DATE OF TEST:**

<b>Tentative Date of Online Computer Based Test (CBT)</b>	<b>12<sup>th</sup>, 13<sup>th</sup> &amp; 14<sup>th</sup> January, 2018</b>
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**6. BRIEF DESCRIPTION OF QUALIFICATION/PAY SCALE & AGE LIMIT FOR THE POST OF AUDIT ASSISTANT, HINDI TRANSLATOR, FEMALE STAFF NURSE, STENOGRAPHER, CATERING ASSISTANT, LDC/STORE KEEPER AND LAB ATTENDANT:**

<b>Post Code</b>	<b>Name of The Discipline</b>	<b>Pay Scale</b>	<b>Age Limit (Min &amp; Max)</b>	<b>Essential Qualification</b>
01	Audit Assistant	9300-34800 (GP 4200) Level 6	18-30 years	<p><b>Essential:</b> B Com from a recognized University.</p> <p><b>Desirable:</b> 3 years experience of accounts works in a Govt. / Semi Govt. / Autonomous Organizations.</p> <p><b>Note:</b> Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.</p>
02	Hindi Translator	9300-34800 (GP 4200) Level 6	18-30 years	<p><b>Essential:</b></p> <p>1. Master's Degree from the recognized University in Hindi / English with other language than Master's Degree at graduation level.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree of a recognized University with Hindi / English with a recognized Diploma in Translation from Hindi to English and vice versa.</p> <p>2. Two years experience of translation work from</p>

				Hindi to English and vice versa in Central / State Government Offices including Government of India Undertakings proof correction.
03	Female Staff Nurse	9300-34800 (GP 4600) Level 7	Up to 35 Years	<p><b>1. Essential :</b></p> <p>a) Passed Sr. Secondary Examination (Class XII) or equivalent and</p> <p>b) Grade 'A'(Three years) Diploma/Certificate in Nursing from recognized Institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc(Nursing) from a recognised University/Institution.</p> <p>2. Registration with Indian/State Nursing Council.</p> <p>3. Practical experience of two years in Hospital/Clinic.</p> <p><b>Desirable :</b> Working Knowledge of Hindi/Regional Language and English.</p>
04	Stenographer	5200-20200 (GP 2400) Level 4	18 to 27 year	<p><b>Essential:</b></p> <p>1. Senior Secondary School Certificate (Class XII)</p> <p>2. Shorthand speed of 80 words per minute and typing speed 40 words per minute in English.</p> <p style="text-align: center;"><b>OR</b></p> <p>Shorthand speed of 60 words per minutes and typing speed of 30 words per minute in Hindi.</p> <p><b>Note:</b> Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.</p>

05	Catering Assistant	5200-20200 (GP 2400) Level 4	Up to 35 years	<p>1. Secondary School (X class pass) and</p> <p>2. Three Years Diploma in Catering or equivalent from an Institution recognized by Ministry of Tourism, Govt. of India/State Govt.</p> <p style="text-align: center;">OR</p> <p>Passed Sr. Secondary (Class XII) from CBSE with Hotel Management and Catering as Vocational Subject and at least one year experience in catering.</p> <p style="text-align: center;">OR</p> <p>Passed Sr.Secondary (Class XII) or equivalent and one year diploma in catering or equivalent from a recognized institution with three years experience in catering in reputed institution/hotels.</p> <p style="text-align: center;">OR</p> <p>Trade proficiency Certificate in Catering with a minimum of 10 years of service in Defence Services of regular establishment (for Ex-Servicemen only).</p>
06	Lower Division Clerk (HQ/RO Cadre)	5200-20200 ( GP 1900)	18-27 years	<p><b>ESSENTIAL:</b></p> <p>1. Senior Secondary (Class XII) certificate from a recognized Board with 50% marks and possessing minimum speed of 30 words per minutes in English typing or 25 words per minutes in Hindi typing correspond to 10500 KDPH as on average of 5 key depressions for each word.</p> <p style="text-align: center;"><b>OR</b></p> <p>Passed +2 level or Senior Secondary Certificate from CBSE/State Govt. With Secretarial Practices and Office Management as Vocational Subjects.</p>
07	Lower Division Clerk/ Store Keeper (JNV Cadre)			

				<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of computer operation and data entry acquired either as a subject at +2 level or through 6 months diploma in computer from a recognised institution or through computer literacy certificate at school level.</li> <li>2. Experience in accounts / administrative matters in Govt. / Semi Govt. / Autonomous organization.</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Preference will be given to candidates having passed +2 from CBSE with secretarial practices and office management as vocational subjects.</li> <li>2. The appointing authority shall decide each time depending upon the requirement whether the typing speed should be in English or Hindi.</li> <li>3. Direct recruit will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.</li> </ol>
08	Lab Assistant	5200-20200 (GP 1800) Level 1	Between 18 and 30 years	Middle Pass with General Science.

## 7. AGE RELAXATION

Maximum relaxation in upper age limit will be as under:

SL. No.	Category of Persons	Extent of age relaxation/ concession
(a)	Scheduled Caste/Scheduled Tribe	5 years
(b)	Other Backward Classes (Non-Creamy Layer)	3 years
(c)	NVS Employees/ Candidates with 3 years continuous service in Central Govt. Provided the posts are same or allied cadres	5 years
(d)	Persons ordinarily domiciled in State of Jammu & Kashmir during 1.1.1980 to 31.12.1989	5 years