

**MAHAIT**  
**IMPORTANT INSTRUCTIONS**

1. Candidates should ensure that they possess/fulfill all eligibility conditions prescribed for the post(s) as on the closing date of online registration (31.03.2019). CANDIDATES WAITING FOR FINAL RESULTS OF PRESCRIBED EDUCATIONAL QUALIFICATION SHOULD NOT APPLY.
2. Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the MAHAIT for lifetime. He/she will also be debarred from getting any appointment in the MAHAIT, and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
3. AGE LIMIT: The lower and upper age limit indicated for a particular post(s) in the vacancy table will be reckoned as on 01.01.2019
4. Eligibility of the candidates will be considered only on the strength of the information furnished in the ONLINE Application. Candidates need NOT send printouts of application or Certificates or copies to MAHAIT concerned by post. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post(s), his/her candidature will be rejected forthwith.
5. Candidates must ensure that they fulfill the prescribed medical standards for the post(s) they are opting for. Candidates who are found medically unsuitable for the opted post(s) shall not be given any alternative appointment.
6. Stages of Exam: There shall be two stage WRITTEN Test (WT).
7. There will be penalty for wrong answers marked in the Written Test. For each question for which a wrong answer has been given by the candidate half or 0.50 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.
8. MAHAIT-wise shortlisting of candidates for 2nd Stage WT shall be done as per criteria (may increase or decrease as per the requirement of MAHAIT Administration). The shortlisting of 2nd Stage WT will be based on the merit of the candidates in 1st Stage WT. The MAHAIT-wise shortlisted candidates for 2nd Stage WT shall be advised through the official websites of MAHAIT's and e- mail to download their e-call letter for appearing in the 2nd Stage WT, TT, DVPI
9. Center/City allocation will depend upon MAHAIT and logistical feasibility. Candidates may have to travel to other Cities/States. MAHAIT will not responsible and pay for to any kind of travelling charges.
10. Candidates should have their own Mobile Number and valid & active e-mail ID as MAHAIT shall send all recruitment related communications only through SMS and e-mail. The Mobile Number and e-mail ID should be active till the completion of recruitment process. MAHAIT will not entertain any request for change of mobile number and e-mail address at any stage.
11. Before filling up of the online application, candidates are advised to thoroughly read the entire instructions and information in the detailed available on the websites of MAHAIT.

## GENERAL INSTRUCTIONS

1. Admission to all stages of recruitment process shall be purely provisional, subject to the candidates satisfying the prescribed eligibility conditions.
2. Mere issue of E-CALL or E-MAIL INVITATION letter to the candidates will NOT imply that their candidature has been finally accepted by the MAHAIT.
3. MAHAIT conduct verification of eligibility conditions with reference to original documents only after the candidates have qualified in all the stages of examinations. MAHAIT may reject the candidature of any applicant at any stage of recruitment process, in case the candidate is found to be not fulfilling the requisite criteria, and if appointed, such a candidate is liable to be removed from service summarily.
4. Before applying for the post(s) against these candidates should satisfy themselves that they fulfill all the eligibility norms including age, educational qualification(s) and medical standard(s). Candidates should ensure that they have requisite educational/technical qualifications from recognized Board/University/Institute as on the closing date for ONLINE Registration (31.03.2019). Those awaiting results of the final examination for the prescribed qualification are not eligible and hence should not apply.
5. Candidates attempting to apply with minor changes of information and/or facts to more than one MAHAIT and/or multiple applications to the same MAHAIT will be summarily rejected and such candidates will be debarred from all future examinations of MAHAIT.
6. Candidates who have been debarred by any MAHAIT either for life or for a specified period which is not yet completed should NOT apply for this EXAMINATION. Their candidature will be rejected during any stage of recruitment as and when detected.
7. Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation/SSLC/High School Examination Certificate or an equivalent Certificate ONLY. In cases of name change, candidates should indicate their Changed Name only in the ONLINE application. However, other details should match with the Matriculation or Equivalent certificate. Date of such change (or) application for such change should be prior to the date of registration of ONLINE application.
8. Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).
9. Signatures of the candidates on all documents should be identical, in all stages of recruitment process and should not be in block/capital letters. Signatures in different style at the time of WT and DV etc. (as applicable) may result in cancellation of candidature.
10. Dates of examinations will also be published on the websites of participating MAHAIT and e-Call letters for WT and DV (as applicable) will be available for downloading ONLY on websites of the MAHAIT's concerned. The examination Centre, date and shift indicated in the call letter shall be final.
11. MAHAIT reserve the right to introduce additional WTs and /or additional DVetc., without assigning any reason.
12. Vacancies indicated in the MAHAIT website are provisional and may increase or decrease or even may become NIL in total or in specific Posts at a later stage depending upon the actual needs of the MAHAIT Administration. Further additional posts, if required by the MAHAIT may also be included a later stage. The MAHAIT Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In

the event of cancellation of notified vacancies, the examination fee paid by the candidates will not be refunded.

13. Preference for post(s): The options from the candidates for various posts for which they are eligible in the opted MAHAIT, shall be taken during submission of ONLINE applications. On completion of all stages of recruitment process, MAHAIT shall allot post as per the option of the candidates ONLY subject to merit and vacancy position. Once candidates have been empaneled as per their merit/choice, they will forfeit the right to be considered for any other post/category. Candidates with partial option will be considered only for the specific categories opted by them. Non-option for certain posts would be considered as their unwillingness for the same. However, MAHAIT also reserve the right to allot Post not opted by the candidates, if considered necessary in administrative interest, subject to the candidate(s) meeting the requirements of the post concerned. In case of shortfall in empanelment of candidates or other exigencies, MAHAIT reserves the right to utilize the extra list of candidates, if required, as per the merit and option of the candidates.
14. Selected candidates will have to undergo training wherever prescribed and during training period only stipend will be paid as applicable.
15. Selected candidates who are finally appointed are liable for active service in MAHAIT.
16. MAHAIT's reserve the right to incorporate any subsequent changes/ modifications/ additions in the terms & conditions of recruitment.
17. MAHAIT's may share, with the consent of the candidates, the scores obtained by them in MAHAIT exams with other Ministries/ Departments/Public Sector Undertakings (PSU) and Private organizations, for recruitment in their organizations. Candidates may give their consent for the same, or otherwise, in the ONLINE application.
18. To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date, since there may be a possibility of inability/failure to log on to the website of MAHAIT concerned on account of heavy load on the internet or website during last days.
19. MAHAIT do not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

### **NATIONALITY / CITIZENSHIP**

(i) A candidate must be either:

1. a citizen of India, or
2. a subject of Nepal, or
3. a subject of Bhutan, or
4. a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
5. a person of Indian origin who has migrated from Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
6. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

(ii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

### **AGE LIMIT**

The lower and upper age limit indicated for a particular post(s) in the vacancy table will be reckoned as on 01.01.2019.

### **EDUCATIONAL QUALIFICATIONS**

Candidates should have requisite Educational/Technical qualifications indicated for posts, from recognized Board/University/institute as on the closing date for ONLINE Registration (31.03.2019). Those awaiting results of the final examination of the prescribed educational/technical qualification SHOULD NOT apply.

### **EXAMINATION FEE**

Candidates applying for the posts in this have to pay the prescribed fee as per their category detailed below:

<b>Sr. No.</b>	<b>Candidate Categories</b>	<b>Fee</b>
1	For all candidates	375/-

**The examination fee paid by the candidates whose application is incomplete or those who have not submitted their application or whose application is rejected, will not be refunded.**

### **MODES OF PAYMENT OF FEE**

ONLINE fee payment through:

1. Net Banking
2. Debit/Credit Cards
3. UPI/BHIM
4. Wallets

### **RECRUITMENT PROCESS**

Only single online application {common to all the notified posts in opted MAHAIT - Officer (TA. L), Manager(TA.L), Senior Manager (Project), Officer (Clerical), Officer (IT), Operator (Computer), Officer (D Grade))} has to be submitted by the candidate through the link provided on the official website of MAHAIT.

1st Stage WT (Common for all notified posts as per vacancy table)

**Duration:** 90 minutes

(120 Minutes for eligible candidates accompanied with Scribe)

**No of Questions:** 100

The Questions will be of objective type with multiple choices and are likely to include questions pertaining to

a. Mathematics: Number systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportion, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra, Geometry, Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern.

b. General Intelligence and Reasoning: Analogies, Alphabetical and Number Series, Coding and Decoding, Mathematical operations, Relationships, Syllogism, Jump-bling, Venn Diagram, Data Interpretation and Sufficiency, Conclusions and Decision Making, Similarities and Differences, Analytical reasoning, Classification, Directions, Statement – Arguments and Assumptions etc.

c. General Awareness: Knowledge of Current affairs, Indian geography, culture and history of India including freedom struggle, Indian Polity and constitution, Indian Economy, Environmental issues concerning India and the World, Sports, General scientific and technological developments etc.

d. Relevant to your post

<b>Exam Pattern</b>				
<b>Post Name</b>	Senior Manager (Credit), Manager (Credit), Senior Manager(Law), Manager (Law), Manager (HRD), Officer(IT), Officer (D Grade)			
<b>Sections of Paper</b>	Sections A	Sections B	Sections C	Sections D
<b>Details of Section</b>	General Aptitude	General Knowledge	English Language	Prof Knowledge (Relevant Post)
<b>Total Question</b>	25 Questions	25 Questions	25 Questions	25 Questions
<b>Total Mark</b>	50 Marks	50 Marks	50 Marks	50 Marks
<b>Mode of Examination</b>	Pen & Paper			
<b>Scheme of Examination</b>	Hindi & English			
<b>Time Allowed</b>	90 mins, (120 mins for PWD Candidates )			

## HOW TO APPLY

1. Candidates can apply for the notified posts of any as per their eligibility only through ONLINE application mode by visiting the official
2. Read all the Information and Instructions detailed thoroughly before starting the filling up of application by clicking the Link on the MAHAIT Website. It is essential that the candidate understands all information of the EXAMINATION correctly to prevent any mistakes while filling application.
3. Scanned Documents in JPEG Format to be kept ready before filling the application in order to ensure speedy filling up of application by the candidates, they should keep the following documents in digital form before logging into the application page.
  - i. Candidate Photograph in Color: JPEG image of size 20KB to 50KB
  - ii. Candidate Signature: JPEG image of size 10KB to 40KB
  - iii. ANY OTHER Certificate: JPEG image of size 50 to 100KB
4. Further for identifying post parameters and MAHAIT-Wise vacancies dynamically as per their eligibility click on the Tabs for post parameter and vacancy table and follow as below:

Candidates are required to go to the link provided for filling ONLINE application and fill up the personal details/Bio-Data, fee paid etc., carefully. They are also required to exercise their option/preference for Post(s).

## STEPS TO SUBMIT ONLINE APPLICATION

1. Select the MAHAIT to which you wish to apply. Please be aware that, MAHAIT once selected cannot be changed after the preliminary registration is completed and Registration number is allotted.
2. Confirm that you have read and understood the instructions clearly by clicking the check box. Click on the "New Registration".
3. **Registration Details:** Enter your name, Date of Birth and Father's name as per of General Instructions, Mother's Name, Aadhaar Number, SSLC/Metric/Graduation/Post Graduation/ITI Roll Number, Year of Passing, Mobile Number and e-mail-ID and then submit for registration. Before submitting for registration, ensure and confirm that all the information furnished above are correct as the details furnished for registration cannot be changed later. Please note that the email ID used for the Registration must be yours and unique. Also note that both the email and Mobile Number will be verified during the Online Application process with a One Time Password (OTP).
4. Verification of mobile number through OTP: On submitting the primary details, the Registration Number and Password shall be displayed to the candidate. Also, OTPs shall be sent to the registered Mobile Number along with the Registration details. The candidate should retrieve the OTPs from e-mail and Mobile and then enter OTPs to proceed with the filling up of application and to make payment.
5. Candidate should note and preserve their Registration Number for later reference during the recruitment process and MAHAIT will not entertain any request seeking registration number.
6. Candidates can proceed with the online application by clicking on the "Already Registered / Login" Button on the Home Page using the Registration Number and password.
7. Part 1 application page, provide the details of Full Name, DOB, Aadhar No, Gender, Address, Etc.
8. Part 2. Educational Qualification, Community, Ex SM, Etc.
9. If candidate is eligible to more than one exam group, He/she has to opt any one of them. For others, the eligible Exam group is displayed.

**Payment and Bank Account details:** I. On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e. Bank (Online Net Banking/Credit Card/Debit Card/UPI) as explained in and complete the payment process. Chose the mode of payment and compete the payment process. Please note the last date and time specified for each mode of payment and submit the application well in time.

The time period for payment confirmation shall vary from 24 hrs. to 48 hrs. in case of Post Office payment.

**Detailed Educational Qualification:** Furnish all the relevant information on the qualification as required in the application.

**Bank Account details for Refund:** There are no refund process.

**Documents Upload:** Candidate will be automatically directed to 'Documents Upload' part of the application.

1. Select the Upload Photo tab and upload your colour photograph. The photograph should comply with the following requirements,

I. SPECIFICATIONS FOR PHOTOGRAPH:

- a. The applicant has to sign on white paper with Black Ink pen with in a box of size 50mm x 20mm.
- b. Signature must be in running letters and NOT IN BLOCK LETTERS.
- c. The image should be in JPG/JPEG format scanned with 100 DPI resolution.
- d. Dimensions of 50mm x 20mm or 140 x60 pixels (preferred).
- e. Size of file should be between 10KB —40KB.
- f. Notes:
  - i. The signature must be signed only by the applicant and not by any other person.
  - ii. The applicants signature obtained during registration and at the time of WTs/DV/Medical should match the uploaded signature.
  - iii. In case it is found that there is a mismatch of signature, the candidate may be disqualified, legal prosecution will be initiated and the candidate will be debarred for life from appearing in MAHAIT recruitments.

II. SCANNING AND RESIZING OF THE PHOTOGRAPH AND SIGNATURE:

- a. Set the scanner resolution to a minimum of 100 dpi (dots per inch).
- b. Set Color to True Color. File Size as specified above.
- c. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- d. The image file should be in JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg.
- e. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates can easily obtain photo and signature in .jpeg format not exceeding 50KB & 40KB respectively by using MS Paint or MS Office Picture Manager.
- f. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 40KB (signature) by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editors also.

**Submission of Application:** In the end candidates have to confirm the declaration “I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter MAHAIT shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules”. After confirming the above declaration and submission of the application, the candidate may save the file as “PDF” and/or take print of the application and preserve it for reference and record.

I. **MODIFICATION OF APPLICATION:**

- a. After final submission of ONLINE application, in case the candidates wish to make minor changes to correct inadvertent errors in the application, the correction of data other than MAHAIT, email and mobile number can be done by paying the modification fee of Rs.100/- (Non-Refundable). The modification fee shall be applicable to all candidates and this fee is not refundable for any category.
- b. The modification to the registration and application details can be done twice only.

**CAUTION:** Candidates who wish to modify their application, they are advised to do the same sufficiently well in advance of the closing date and time

In case, due to last minute congestion, if the modifications attempt fails at any stage, and the modification carried out have not been saved or not submitted in time, the earlier information furnished in the application shall be considered and no correspondence on this subject shall be entertained

The MAHAIT, email id and mobile number cannot be changed.

The step by step procedure for modification of the application shall be as

below:

- i. Login using Registration Number and Password
- ii. Pay modification fee through any of the modes available for actual examination fee payment. Ensure payment is done well within the date and time prescribed.
- iii. Click on the ‘Modify Application’ Button.
- iv. Proceed with the changes intended as per instructions given and submit the application. Preserve the print out of latest application for record.

II. **INVALID APPLICATIONS / REJECTIONS:** Online applications are liable for rejection on the following grounds amongst others:

- a. Invalid photos such as Black and White photo, photo wearing cap and/or Goggles, photos which are disfigured, small size photo, full body photo, photo showing only one side view of the face, unrecognizable photos, photostat copy of photo, group photo, selfie photo, photo taken by mobile, morphed photo and blank photo among others.
- b. Signature in capital/block letters.
- c. Multiple applications to different MAHAIT and/or multiple applications to one MAHAIT. In such case, all applications will be rejected and such candidates will also be debarred from future MAHAIT exams.
- d. Candidate’s name figuring in the debarred list of any MAHAIT.
- e. Any other irregularity which is observed and considered as invalid by MAHAIT.

- III. HALL TICKET (e-CALL LETTER) FOR Examination:
- a. SMS and email messages will be sent to all eligible candidates about the e-Call letter and upload details on their registered mobile number and email ID. However, candidates should regularly visit the website of MAHAIT as there can be failure in delivery of SMS/E-mail to the candidates due to reasons beyond control of MAHAIT.
  - b. Eligible candidates can download e-Call letter along with Annexure V(D) (declaration for scribe, wherever applicable) from the MAHAIT websites about 10 days before the date of the WT/Document Verification (as applicable).
  - c. Call letter will not be sent to candidates by post.
  - d. Candidates should read the instructions on the e-Call letter carefully and follow them scrupulously.
  - e. Failure to comply with the instructions may lead to cancellation of their candidature.
  - f. Candidates must bring their e- Call letter along with a valid Photo ID (viz. Voter Card, Aadhar Card, printout of e-Aadhar (not Xerox copy of Aadhar), Driving License, PAN card, Passport, Identity Card issued by the employer in case the candidate is a Govt. employee, School / College / University Photo ID card) in ORIGINAL to the examination hall, failing which candidates shall NOT be allowed to appear for the WT (as applicable). The name, date of birth and photo on ID should match with the details furnished in the online application, failing which, the candidate may not be permitted to appear in WT.
  - g. Candidates must also bring one color photograph (of size 35mm x 45mm) which was uploaded in the application, for appearing in the WT (as applicable).
  - h. Candidates should leave blank spaces provided in the downloaded e-Call letter for writing self-declaration paragraph (as the paragraph is displayed on the screen during WT), signature and Left Thumb Impression (LTI) unfilled while coming for the exam.
  - i. **Warning:** Candidates will have to write the paragraph of self-Declaration, sign and affix LTI at the venue of the WT in the presence of the invigilator at the Examination hall ONLY and hand over the same to the invigilator before the conclusion of the examination. Candidates writing the self-declaration paragraph and/or Signing in CAPITAL letters will be rejected.
  - j. MAHAIT will not entertain any request for any change in examination center, date and session allotted to candidate(s).
- IV. VERIFICATION OF ORIGINAL DOCUMENTS AND FORMAT OF CERTIFICATES:
- a. Candidates shortlisted for DV (Document verification) are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of DV. Further, these candidates should upload the scanned copies (in true color) of all the certificates as applicable prior to their DV date through [www.mahait.co.in](http://www.mahait.co.in) portal.
  - b. All Certificates should be either in English or Hindi only. Where certificates are not in English/Hindi, self-attested translated version (In Hindi/English) should be produced wherever/whenever required. Certificates produced during the DV should be strictly in the prescribed formats.
  - c. No additional time will be given to the candidates not producing their original certificates on date of their DV and the candidature of such candidates is liable to be forfeited.
  - d. Documents to be brought by candidates in original (as applicable) for verification are as indicated below:

- i. Matriculation/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth. (The candidates' name and the father/ mothers' name mentioned in the application will be verified with reference to the names mentioned in this certificate.).
- j. 10 +2 / Inter / Higher Secondary/PUC (As applicable) Diploma / Engineering/Science Degree Certificate with Semester wise Mark Sheets (As applicable).
- k. Original discharge certificate for Ex-servicemen.
- l. NOC from serving employees with date of appointment.
- m. NOC from Serving Defence Personnel with probable date of discharge.
- n. Self Certification by the Transgender candidates
- o. Death Certificate in case of widow and Affidavit stating that the candidate has not remarried.

V. IMPERSONATION / SUPPRESSION OF FACTS - WARNING:

- a. Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the MAHAIT for lifetime. He/she will also be debarred from getting any appointment in the MAHAIT and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
- b. Furnishing of any false information to the MAHAIT or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the MAHAIT.
- c. Candidates found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the examination shall lead to rejection of their candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all MAHAIT all over the country for a period of 2 years/for life as deemed fit and legal action will be initiated, if warranted.
- d. Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.

VI. MISCELLANEOUS:

- a. MAHAIT reserve the right to conduct additional WT/ DV (as applicable) at any stage without assigning any reason. MAHAIT also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this NOTIFICATION without assigning any reason thereof.
- b. The salary structure we posted on our official website is tentative (Not Fixed). MAHAIT reserve the right to change any time or as per requirement or decided after stage of personal Interview.
- c. MAHAIT is not providing government job. MAHAIT is private company and jobs are also private base.
- d. MAHAIT reserve the right to change terms and condition any time and MAHAIT will notify that on official website.
- e. Any legal issues arising out of this NOTIFICATION shall fall within the legal jurisdiction of respective Central Administrative Tribunals under which the MAHAIT chosen by the candidate is located.
- f. MAHAIT will not be responsible for any inadvertent errors and reserves right to correct such errors.

- g. The decision of MAHAIT in all matters relating to eligibility, acceptance or rejection of ONLINE applications, issue of free, penal action for false information, modification of vacancies, mode of selection, conduct of WT/VT, allotment of examination centers, selection, changes in notification or in terms & condition, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the MAHAIT in this regard.
- h. In the event of any dispute about interpretation, the English version of the NOTIFICATION as published in MAHAIT websites will be treated as final.
- i. Details of various MAHAIT, their Website Address are indicated below:

Name Of MAHAIT	Website Address	Telephone Numbers
Nagpur	www.mahait.co.in	0712-2788499

- j. Jobs are not permanent, there are different type of duration of working contract which are as below:

Sr No	Job Post Name	Years of contract
1	Officer (TA. L)	5 Yrs. (Renewal)
2	Manager (TA. L)	7 Yrs. (Renewal)
3	Senior Manager (Project)	10 Yrs. (Renewal)
4	Officer (Clerical)	7 Yrs. (Renewal)
5	Officer (IT)	15 Yrs. (Renewal)
6	Operator (comp.)	7 Yrs. (Renewal)
7	Officer (D Grade)	5 Yrs. (Non-Renewal)

Note: If project of MAHAIT is extend then only working contract a post is get renew. MAHAIT reserved the rights to terminate or Discontinue any candidate or project any time.

- k. **Note Carefully (Schedule Of Hiring) :** We Are Hiring Candidate As Per Below Table **(All Are Tentative)**

Officer (TA.L)			
Sr No	Percentage of Hiring	Date (Tentative)	Cities and Regions
1	20%	27 June 2019	Mumbai-Urban, Thane, Nagpur, Pune, Nashik, Mumbai-Suburban, Aurangabad.
2	20%	16 September 2019	Wardha, Yavatmal, Akola, Amaravati, Washim, Buldhana, Jalgaon, Dhule, Ratnagiri.
3	20%	16 December 2019	Chandrapur, Bhandara, Gondia, Gadchiroli, Nanded, Parbhani.
4	20%	24 February 2020	Solapur, Sangli, Kolhapur, Ratnagiri, Nandurbar, Ahmednagar, Parbhani.
5	20%	25 March 2020	Sindhudurg, Raigad, Palghar, Hingoli, Osmanabad, Jalana, Satara, Beed.

**Manager (T.A.L)**

<b>Sr No</b>	<b>Percentage of Hiring</b>	<b>Date (Tentative)</b>	<b>Cities and Regions</b>
1	20%	27 June 2019	Mumbai-Urban, Thane, Nagpur, Pune, Nashik, Mumbai-Suburban, Aurangabad.
2	20%	16 September 2019	Wardha, Yavatmal, Akola, Amaravati, Washim, Buldhana, Jalgaon, Dhule, Ratnagiri.
3	20%	16 December 2019	Chandrapur, Bhandara, Gondia, Gadchiroli, Nanded, Parbhani.
4	20%	24 February 2020	Solapur, Sangli, Kolhapur, Ratnagiri, Nandurbar, Ahmednagar, Parbhani.
5	20%	25 March 2020	Sindhudurg, Raigad, Palghar, Hingoli, Osmanabad, Jalana, Satara, Beed.

**Senior Manager (Project)**

<b>Sr No</b>	<b>Percentage of Hiring</b>	<b>Date (Tentative)</b>	<b>Cities and Regions</b>
1	20%	27 June 2019	Mumbai-Urban, Thane, Nagpur, Pune, Nashik, Mumbai-Suburban, Aurangabad.
2	20%	16 September 2019	Wardha, Yavatmal, Akola, Amaravati, Washim, Buldhana, Jalgaon, Dhule, Ratnagiri.
3	20%	16 December 2019	Chandrapur, Bhandara, Gondia, Gadchiroli, Nanded, Parbhani.
4	20%	24 February 2020	Solapur, Sangli, Kolhapur, Ratnagiri, Nandurbar, Ahmednagar, Parbhani.
5	20%	25 March 2020	Sindhudurg, Raigad, Palghar, Hingoli, Osmanabad, Jalana, Satara, Beed.

**Officer (Clerical)**

<b>Sr No</b>	<b>Percentage of Hiring</b>	<b>Date (Tentative)</b>	<b>Cities and Regions</b>
1	20%	27 June 2019	Mumbai-Urban, Thane, Nagpur, Pune, Nashik, Mumbai-Suburban, Aurangabad.
2	20%	16 September 2019	Wardha, Yavatmal, Akola, Amaravati, Washim, Buldhana, Jalgaon, Dhule, Ratnagiri.
3	20%	16 December 2019	Chandrapur, Bhandara, Gondia, Gadchiroli, Nanded, Parbhani.
4	20%	24 February 2020	Solapur, Sangli, Kolhapur, Ratnagiri, Nandurbar, Ahmednagar, Parbhani.
5	20%	25 March 2020	Sindhudurg, Raigad, Palghar, Hingoli, Osmanabad, Jalana, Satara, Beed.

**Officer (IT)**

<b>Sr No</b>	<b>Percentage of Hiring</b>	<b>Date (Tentative)</b>	<b>Cities and Regions</b>
1	20%	27 June 2019	Mumbai-Urban, Thane, Nagpur, Pune, Nashik, Mumbai-Suburban, Aurangabad.
2	20%	16 September 2019	Wardha, Yavatmal, Akola, Amaravati, Washim, Buldhana, Jalgaon, Dhule, Ratnagiri.

3	20%	16 December 2019	Chandrapur, Bhandara, Gondia, Gadchiroli, Nanded, Parbhani.
4	20%	24 February 2020	Solapur, Sangli, Kolhapur, Ratnagiri, Nandurbar, Ahmednagar, Parbhani.
5	20%	25 March 2020	Sindhudurg, Raigad, Palghar, Hingoli, Osmanabad, Jalana, Satara, Beed.
<b>Operator (Computer)</b>			
Sr No	Percentage of Hiring	Date (Tentative)	Cities and Regions
1	20%	27 June 2019	Mumbai-Urban, Thane, Nagpur, Pune, Nashik, Mumbai-Suburban, Aurangabad.
2	20%	16 September 2019	Wardha, Yavatmal, Akola, Amaravati, Washim, Buldhana, Jalgaon, Dhule, Ratnagiri.
3	20%	16 December 2019	Chandrapur, Bhandara, Gondia, Gadchiroli, Nanded, Parbhani.
4	20%	24 February 2020	Solapur, Sangli, Kolhapur, Ratnagiri, Nandurbar, Ahmednagar, Parbhani.
5	20%	25 March 2020	Sindhudurg, Raigad, Palghar, Hingoli, Osmanabad, Jalana, Satara, Beed.
<b>Officer (D Grade)</b>			
Sr No	Percentage of Hiring	Date (Tentative)	Cities and Regions
1	20%	27 June 2019	Mumbai-Urban, Thane, Nagpur, Pune, Nashik, Mumbai-Suburban, Aurangabad.
2	20%	16 September 2019	Wardha, Yavatmal, Akola, Amaravati, Washim, Buldhana, Jalgaon, Dhule, Ratnagiri.
3	20%	16 December 2019	Chandrapur, Bhandara, Gondia, Gadchiroli, Nanded, Parbhani.
4	20%	24 February 2020	Solapur, Sangli, Kolhapur, Ratnagiri, Nandurbar, Ahmednagar, Parbhani.
5	20%	25 March 2020	Sindhudurg, Raigad, Palghar, Hingoli, Osmanabad, Jalana, Satara, Beed.

**Note:** MAHAIT reserve right to change hiring schedule any time and MAHAIT will notify on their official website.  
**Recruitment process for next phase will be disclosed soon on our official website.**

**i. Schedule of Exams, Results, Interview, DV, TBR, HR**

**a. Schedule of Exams (Tentative):**

SR NO.	NAME OF EXAMINATION	EXAM TYPE	DATE OF EXAM (TENTATIVE)
01	Officer (TA. L)	Written Test	21 April 2019
02	Manager (TA. L)	Written Test	28 April 2019
03	Senior Manager (Project)	Written Test	05 May 2019
04	Officer (Clerical)	Written Test	19 May 2019
05	Officer (IT)	Written Test	26 May 2019
06	Operator (Computer)	Written Test	05 May 2019
07	Officer (D Grade)	Written Test	05 May 2019

**b. Results Date (Tentative):**

SR NO.	NAME OF EXAMINATION	DISPLAY TYPE	RESULT DATE (TENTATIVE)
01	Officer (TA. L)	Online Display	06 May 2019
02	Manager (TA. L)	Online Display	13 May 2019
03	Senior Manager (Project)	Online Display	29 May 2019
04	Officer (Clerical)	Online Display	3 June 2019
05	Officer (IT)	Online Display	13 June 2019
06	Operator (Computer)	Online Display	30 May 2019
07	Officer (D Grade)	Online Display	30 May 2019

**c. Interview Date (Tentative):**

SR NO.	POST NAME	INTERVIEW TYPE	INTERVIEW DATE (TENTATIVE)	INTERVIEW RESULT DATE (TENTATIVE)
01	Officer (TA. L)	HR, P.I.	11 June 2019	13 June 2019
02	Manager (TA. L)	Technical, P.I.	18 June 2019	21 June 2019
03	Senior Manager (Project)	HR, P.I.	05 June 2019	08 June 2019
04	Officer (Clerical)	Technical, P.I.	08 June 2019	10 June 2019
05	Officer (IT)	Technical, P.I.	18 June 2019	21 June 2019
06	Operator (Computer)	Technical, P.I.	05 June 2019	08 June 2019
07	Officer (D Grade)	P.I.	05 June 2019	08 June 2019

**d. Document verification**

SR NO.	POST NAME	Start Date Of DV	Start Date Of DV
1	Officer (TA. L), Manager (TA. L), Senior Manager (Project), Officer (Clerical), Officer (IT), Operator (Computer), Officer (D Grade)	19 June 2018	23 Jun 2018

**e. Technical Base Round**

SR NO.	POST NAME	Start Date Of DV	Start Date Of DV
1	Officer (TA. L), Manager (TA. L), Senior Manager (Project), Officer (Clerical), Officer (IT), Operator (Computer), Officer (D Grade)	19 June 2018	23 Jun 2018

**Note : All dates are tentative ,for final dates regularly visit MAHAIIT official website. Recruitment process for next phase will be disclosed soon on our official website.**

**ii. SALARY STRUCTURE (Tentative)**

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Pay Scale Min - Max	INR 12,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 8,700/- to 12,200/-
TA / Month	INR 2,400/- to 4,200/-	INR 3,600/- to 4,700/-	INR 4,400/- to 5,250/-	INR 1,300/- to 2,280/-	INR 1,500/- to 1,880/-	INR 1,300/- to 1,700/-	INR 1,200/-
DA / Month	INR 1,200/- to 1,500/-	INR 1,800/- to 2,200/-	INR 2,400/- to 2,650/-	INR 1,500/- to 1,780/-	INR 1,500/- to 1,780/-	INR 1,200/- to 1,580/-	INR 800/-

Note: MAHAIT Reserve right to change above structure any time and MAHAIT will update changes on official website.

**DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.**

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this Centralized Employment Notice, if I have at any time prior to such appointment, secured any employment on the civil side(including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex- servicemen. I also hereby declare the following facts: a) I have not secured any civil employment by availing Ex-Servicemen quota, before attending for document verification for the posts .

b) I have availed Ex- Servicemen quota for securing civil employment and I have given self-declaration/ undertaking to my employer about the details of application(s) for various vacancies notified for which I have applied for, before joining the civil employment.

Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place:

Signature:

Date:

Name:

Roll No:

**Detailed information about vacancies (city wise), qualification or skills regarding post, Salary structure regarding post, time of examination, age limit regarding post the following tables:**

<b>AHMEDNAGAR</b>							
Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D rade)
Available Post (Tentative)	100	14	1	14	14	14	12
<b>EDUCATION</b>							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# AKOLA

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	50	07	1	07	07	07	07

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# AMARAVATI

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	100	14	01	14	14	14	13

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# AURANGABAD

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	65	09	1	09	09	09	07

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public/customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# BEED

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	80	11	1	11	11	11	11
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# BHANDARA

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	50	07	1	07	07	07	12

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# CHANDRAPUR

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	115	15	1	15	15	15	13

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# DHULE

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	25	04	1	04	04	04	04

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# GADCHIROLI

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	85	12	1	12	12	12	12

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing,  photocopying,  answering/making telephone calls, dealing with  emails, reception desk duties,  Communicating and dealing with  public / customers and providing information face to-face, by phone or via email.	Filing,  photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# HINGOLI

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	35	05	1	05	05	05	05

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# GONDIA

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	60	08	1	08	08	08	12
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# JALNA

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	60	08	01	08	08	08	08

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# JALGAON

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	115	15	1	15	15	15	15

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# KOLHAPUR

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	85	12	01	12	12	12	12

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# LATUR

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	70	10	1	10	10	10	10

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# MUMBAI SUB-URBAN

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	300	08	1	06	06	06	06
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# MUMBAI URBAN

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	35	05	1	05	05	05	06
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# NAGPUR

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	100	14	2	14	14	14	13

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# NANDED

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	115	16	1	16	16	16	13

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# NANDURBAR

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	45	06	1	06	06	06	06
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# OSMANABAD

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	65	08	01	08	08	08	08

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# PALGHAR

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	50	07	1	07	07	07	07

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# PARBHANI

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	65	09	01	09	09	09	09

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# PUNE

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	90	13	2	13	13	13	13

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12th Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Lega Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# RAIGAD

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	115	15	1	15	15	15	12

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# RATNAGIRI

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	65	09	1	09	09	09	07

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# SANGLI

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	70	10	1	10	10	10	10

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# SATARA

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	80	11	1	11	11	11	11

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# SINDHUDURG

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	60	08	1	08	08	08	08
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# SOLAPUR

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	80	11	1	11	11	11	11

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# THANE

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	115	15	2	15	15	15	13
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# WARDHA

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	60	08	1	08	08	08	12

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12th Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# WASHIM

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	45	06	01	06	06	06	06

## EDUCATION

Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# YAVATMAL

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	115	16	1	16	16	16	13
EDUCATION							
Education Level Requirement	12 <sup>th</sup> Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/ problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30 Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale (Min - Max)	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# BULDHANA

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	90	13	1	13	13	13	13

## EDUCATION

Education Level Requirement	12th Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma.
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30Yrs.	25 Yrs. -35 Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale Min - Max	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

# NASHIK

Post Name	Officer (TA. L)	Manager (TA. L)	Senior Manager (Project)	Officer (Clerical)	Officer (IT)	Operator (Computer)	Officer (D Grade)
Available Post (Tentative)	115	15	01	15	15	15	12
EDUCATION							
Education Level Requirement	12th Class, Any Diploma, Any Graduate	Any Diploma, Any Graduation, Post Graduate Degree	Any Graduation, Post Graduate Degree	Any Degree (Related discipline)	Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	12 <sup>th</sup> Class, Any Diploma, Any Graduation, Post Graduate Degree (Related discipline)	8 <sup>th</sup> , 10 <sup>th</sup> Class, 12 <sup>th</sup> Class, Any Diploma
Post Skills / Description	Data Collection, Surveying, Data Processing, Written skills, Basic Computer Knowledge.	Presentation Skills, Meeting Management, Informing Others, Developing Standards, Legal Compliance	Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance	Filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, Communicating and dealing with public / customers and providing information face to-face, by phone or via email.	Filing, photocopying, answering/making telephone calls, dealing, with emails, desk duties, word processing, spreadsheets, database, email and internet, language skills, typing skills. Working as part of a team in delivering services	Need a good knowledge of computers, Microsoft office and internet. Typing Skills, resolves hardware/software/problem, documentation, including operations procedures. Form filling and need good knowledge of web portal.	Multi-Purpose, Office work skills and other
Age (Min - Max)	19 Yrs. -30Yrs.	25 Yrs. -35Yrs.	25 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	21 Yrs. -38 Yrs.	19 Yrs. -38 Yrs.
Pay Scale Min - Max	INR 12 ,400/- to 44,200/-	INR 15,600/- to 48,700/-	INR 18,400/- to 52,250/-	INR 12,300/- to 21,780/-	INR 18,700/- to 48,300/-	INR 11,000/- to 25,200/-	INR 08,700/- to 12,200/-

