

# DAVIET

## REQUISITE QUALIFICATION & JOB DESCRIPTION

### 1. STENO TYPIST/CLERK

Graduate in any discipline/Diploma in Modern Office Practice (MOP) from State Board of Technical Education & Industrial Training with proven working experience of M.S Office, short-hand and typing. (**Salary: Basic Pay + admissible DA**)

### 2. COUNSELING PSYCHOLOGIST

Should possess a Master's/Bachelor's degree in psychology. She/he should have some exposure to psychology by taking key courses such as developmental psychology, abnormal psychology, educational psychology, social psychology, and statistics.

Counseling Psychologist will be responsible for dealing with the psychological related problems like stress, anxiety and depression among the students & staff. She/he will also be involved in organizing motivational lectures and seminars in the Institute. (**Salary: Negotiable**)

### 3. RESIDENTIAL NURSE IN THE GIRLS HOSTEL

Auxiliary Nurse Midwifery (ANM) with relevant experience. She is expected to be as multi-purpose health worker, should treat minor injuries, and give first aid in emergencies. In addition to her duties, she is also expected to act as a reliever for the Hostel Warden in her absence. (**Salary: Consolidated salary of Rs. 15,000/- per month**)

### 4. CARETAKER

He is required to take control of all Class-IV employees, allocate duties to them and check the progress of work in respect of all Class-IV employees and also manage/rotate their duties. (**Salary: Consolidated salary of Rs. 12,000/- per month**)

### 5. CARPENTER

Should have relevant experience for at least 03 years. He is expected to do all types of repair/maintenance of carpentry work in the Institute.

**Salary: Consolidated salary of Rs. 12,000/- per month**

### 6. ELECTRICIAN

Diploma/ITI in Engineering Discipline with relevant experience. Can operate and service generator set. He is expected to work in night shift also.

**Salary: Consolidated salary of Rs. 15,000/- per month**