

**DIRECTORATE OF TECHNICAL EDUCATION,**  
**PEC UNIVERSITY OF TECHNOLOGY CAMPUS,**  
**SECTOR-12, UT, CHANDIGARH.**

**QUALIFICATIONS & OTHER ELIGIBILITY CONDITIONS**

<b>1. <u>Instructor (Stenographer and Secretarial Assistant-English)</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- National Trade Certificate / National Apprenticeship Certificate in the trade with three years' experience in the relevant field.
c) Experience in trade / field after passing technical qualification: - Three years for National Trade Certificate/National Apprentice Certificate.
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
<b>2. <u>Instructor (Stenographer and Secretarial Assistant-English)</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- Diploma in Commercial Practice from recognized board with two years' experience in the relevant field. OR Degree in Commerce /Arts (with Short-hand & Typing) from a recognized university with one year experience in the relevant field.
c) Experience in trade / field after passing technical qualification: - One year for Degree, Two year for Diploma.
<b>Essential Qualification:</b> - Craft Instructor Certificate in the relevant Trade under NCVT.
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
<b>3. <u>Instructor (Dress Making)</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- "Degree in Fashion & Apparel Technology from recognized University with one year post qualification experience in the relevant field. OR Diploma in Dress Making /Garment Fabricating Technology/Costume Designing from recognized board of education with two-year post qualification experience in the relevant field. OR National Apprenticeship Certificate in the trade or National Trade Certificate in the trade and National Craft Instructor Certificate (for those trades where courses under Craft Instructor Training courses are available) with three years' experience in the relevant field.
c) Experience in trade / field after passing technical qualification:- One Year for Degree and Two Years for Diploma & Three years for National Trade Certificate/National Apprentice Certificate.
<b>Essential Qualification :-</b> Craft Instructor Certificate in the relevant Trade under NCVT
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
<b>4. <u>Instructor (Finance Executive )</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- Post Graduate/Graduate in Finance/Commerce from recognized University /college with one year experience in the relevant areas. Smart, presentable and having good communication skills. OR Diploma in Finance/Commerce from recognized board of education with two years experience in the relevant field. OR National Apprenticeship Certificate /National Trade Certificate in the trade of Finance Executive with three years post qualification experience in the relevant field.
<b>Essential Qualification :-</b> Craft Instructor Certificate in the relevant Trade under NCVT
Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.
<b>5. <u>Computer Instructor</u></b>
a) Academic Qualifications:- 10 <sup>th</sup> Class Pass
b) Technical Qualifications:- B.E/B.Tech in Computer Science /IT from Recognized University with one year experience in the relevant field. OR

<p>Post Graduate in Computer Science/Computer Application/IT or NIELIT B Level with one year experience in the relevant field.</p> <p>OR</p> <p>Bachelor in Computer Science /Computer Application/IT <b>OR</b> PGDCA from UGC recognized University or NIELIT A Level with two year experience in the relevant field.</p> <p>OR</p> <p>Three year Diploma from recognized Board /Institute in Computer Science /IT with two year experience in the relevant field.</p> <p>OR</p> <p>National Apprentice Certificate or National Trade Certificate in the trade of Certificate in the trade of Computer Operator and Programming Assistant and National Craft Instructor Training Certificate in the trade if available with three year experience in the relevant field. .</p>
<p>c) Experience in trade / field after passing technical qualification:- The experience should be in a reputed Industrial concern or in Training Institute. The experience will be considered for having worked in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute</p>
<p><b>Essential Qualification</b> :- Craft Instructor Certificate in the relevant Trade under NCVT</p>
<p>Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.</p>
<p><b>6. <u>Instructor (Stenographer and Secretarial Assistant-Hindi)</u></b></p>
<p>a) Academic Qualifications:- 10<sup>th</sup> Class Pass</p>
<p>b) Technical Qualifications:- Graduate in relevant field from recognized University with one year experience. OR Diploma in the relevant field from recognized Board with two years' relevant experience. OR National Trade Certificate / National Apprenticeship Certificate in the Stenographer &amp; Secretarial Assistant - Hindi with three years' experience in the relevant field.</p>
<p>c) Experience in trade / field after passing technical qualification: - Three years for National Trade Certificate/National Apprentice Certificate.</p>
<p><b>Essential Qualification</b> : - Craft Instructor Certificate in the relevant Trade under NCVT.</p>
<p>Note: Should have an experience of working in an organization registered under the Factories Act, 1948 or should have an experience of teaching in a Government or recognized Institute.</p>