

**Annexure I**

<b>Post</b>	<b>Essential qualification/experience</b>	<b>Desirable qualification/experience</b>
Asst. Administrative Officer(Admin)	<ul style="list-style-type: none"> <li>• Handle all administrative activities at RTC</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Administration</li> <li>• Ability to handle lectures is desirable</li> </ul>
Sr Administrative Officer (Core Faculty Information Technology & Knowledge Centre)	<ul style="list-style-type: none"> <li>• In-depth knowledge in at least one Database management system, IDEA, MS-Office</li> <li>• Basic knowledge in Networking, Data Analytics</li> <li>• Good communication skills</li> <li>• Aptitude to deliver lectures and practical classes in IT</li> </ul>	<ul style="list-style-type: none"> <li>• Possess certification in CISA/CISSP</li> <li>• Should have been involved in IS audits/Audits performed in DBMS</li> <li>• Experience in handling lectures in training institutes of IAAD</li> <li>• Good writing skills to draft STMS, training materials and case studies</li> <li>• Experience in Managing software applications □ Programming skills</li> </ul>