

Recruitment Rules for the post of “**Receptionist**” in BBSCET

1.	Name of Post	Receptionist
2.	Scale	As per Norm
3.	Whether Selection post or no Selection Posts	Selection
4.	Age Limit for direct recruit	Preferably below 35 Years
5.	Educational and other qualifications required for direct recruits	<p>Essential: Master’s degree in any discipline with at least 55% marks or its equivalent grade “B” in the UGC 7point scale from the recognized university/Institute</p> <p>Experience: i) 03 years of experience as receptionist or on equivalent post.</p> <p>Desirable: i) Good communication skill (Hindi and English) ii) Knowledge of computer operation. iii) M.B.A.</p>
6.	Period of probation if any	03 months
7.	Method of Recruitment: whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	Direct recruitment.