

Walk in interview for the post of Office Assistant and Multi-Tasking Staff positions (contractual)

Applications are invited for the post of Office Assistant and Multi-Tasking Staff on contract basis to work under a project (Teaching Learning Center) sanctioned by MHRD under the scheme of PMMMNMTT to Central University of Rajasthan.

Name of the Temporary Post	Office Assistant
Number of Vacancy	1 post
Tenure and Job Description	Initially for one year and may be extended up to maximum two more years based on review of yearly performance. Job Description: The carry out the office related work including typing, preparing documents, keeping and maintaining records including finance and other day to day activity of the project.
Pay	Rs.20,000/- PM (consolidated)
Essential Educational Qualifications	Candidates Should have Bachelor Degree in any discipline from recognized university with at least 55% marks or its equivalent grade and knowledge of computers and office application. i. Proficiency in typing in English/Hindi ii. Typing Speed 35 wpm in English/ 30 wpm in Hindi
Desirable Qualifications	Preference will be given to the candidate having experience of working on computers on MS office (Word, Excel, Access, PowerPoint) HTML, etc.
Age	Not more than 35 years on the last date of application

Name of the Temporary Post	Multi-Tasking Staff
Number of Vacancy	1 post
Tenure and Job Description	Initially for one year and may be extended up to maximum two more years based on review of yearly performance. Job Description: Office related day to day work, receiving, dispatching and maintaining files etc.
Pay	Rs.15,000/- PM (consolidated)
Essential Educational Qualifications	High School (10 th)
Desirable Qualifications	Knowledge of computers
Age	Not more than 30 years on the last date of application

Eligible and interested candidates should attend the **walk-in-interview on 12th February 2018 at 10:00 AM** in Administrative Building, Central University of Rajasthan. Along with the application on plain paper all the candidates are required to bring their complete bio-data, original certificate/documents and passport size photographs. No TA/DA will be paid for attending the interview.

Note: For the post of office assistant, a typing test will be conducted on the date of walk-in-interview. Only the qualified candidates in typing test will be given opportunity to participate in the interview.