



Advertisement for Contractual Positions

Applications are invited in the prescribed format for the following positions to be engaged on Contractual basis initially for a period of Three months (to be extended as per the requirement(s) of the University on similar terms.) The emoluments may be negotiable as per the qualification and experience of the Candidate(s) preferably in Government Sector/ Public Undertaking and Autonomous body etc., The qualification and experience position-wise is given below.

1. Engineer - 1 (below 65 years)

(Retired/Superannuated Engineers not below the rank of Executive Engineer preferably either in CPWD/State PWD/Public Sector undertakings, Autonomous bodies, Reputed Private Sector having Turnover of more than 500Crores)

2. Executives Secretary at the level Private Secretary -1 (below 38 years)

(Graduates preferably in Computer Engineering, MCA, MSc Computer Science with at least 55% marks and having advanced knowledge of Computer Operations including programming, MS Office, Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.

Desirable:

Proficiency in English & good communication skills.

3. Accounts Clerk (LDC-1/UDC-1) – 2

(UDC-1: (below 38 years) A Bachelor's Degree from any recognized University. At least Two years' experience as Lower Division Clerk/ Equivalent posts in the University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. The Candidates must be having good skill in Noting and Drafting, Processing of files, preparation of Agenda for various Meetings etc.,. The Candidates must have experience in the field of Accounts, Audit, Tally operation, Purchase procedures including GeM etc., Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm. Proficiency in Computer Operations.

LDC-1: (below 35 years)A Bachelor's Degree from any recognized University. The Candidates must have experience in the field of Accounts, Audit, Tally operation, Purchase procedures including GeM etc.,. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm corresponding to 10500 KDPH/ 9000 KDPH on an average of 5 Key depressions for each word) on computer. Time allowed: 10 minutes. Proficiency in Computer Operations.)

4. Administrative Assistant (at the level of UDC) – 1 (below 38 years)

A Bachelor's Degree from any recognized University. At least Two years' experience as Lower Division Clerk or Equivalent posts in the University/Research Establishment/Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. The Candidates must be having good skill

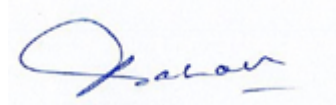
in Noting and Drafting, Processing of files, preparation of Agenda for various Meetings etc., Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm. Proficiency in Computer Operations.

Administrative Assistant (at the level of LDC) – 1 (below 35 years)

A Bachelor's Degree from any recognized University. At least One year experience as Lower Division Clerk or Equivalent posts in the University/Research Establishment/Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm corresponding to 10500 KDPH/ 9000 KDPH on an average of 5 Key depressions for each word) on computer. Time allowed: 10 minutes. Proficiency in Computer Operations such as working knowledge of MS Office, etc.)

5. Driver – 2 (below 45 years)

(10th Pass from any recognised Board Possession of a Valid Commercial Driving License (preferably) for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). Experience of driving motor vehicles for at least 3 years.)



OSD
(Selection)