

NATIONAL MUSEUM INSTITUTE
OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY
(DEEMED TO BE UNIVERSITY)
NATIONAL MUSEUM, JANPATH, NEW DELHI-110 011
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Visit us at: www.nmi.gov.in

Date: 12-07-2017

Recruitment Notice

Designation	Walk in Interviews for Personal Assistant
Job Description	Handling Secretarial responsibilities
Minimum Qualification	<ul style="list-style-type: none">• Graduation from a recognized University or Institution• Good communication (Verbal & Written) and interpersonal skills Proficiency in Shorthand, English• Know Hindi typing on computer
Working Experience	Minimum 10 years handling secretarial job
Maximum Age	Not more than 40 Years
Tenure	Initially for one year on contract (extendable further on the basis of performance and requirement)
Remuneration	Rs.25000/- per month (Consolidated)
Interview Details:	<p>Date: 14h July 2017</p> <p>Place: 1st Floor, National Museum Institute (Seminar Hall), National Museum, Janpath, New Delhi-110011</p> <p>Time: 11 AM onwards</p> <p>Carry your resume and all documents.</p>

(Registrar)