



**NATIONAL MUSEUM INSTITUTE**  
OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY  
(Deemed to be University)  
National Museum Campus, Janpath, New Delhi-110011  
Telephone: 011-23012106, 23062795  
Visit us at: [www.nmi.gov.in](http://www.nmi.gov.in)

Date: 03-01-2019

**Recruitment Notice**

<b>Designation</b>	Walk in Interviews for <b>OFFICE ASSISTANT on 07-01-2019, 11:00 AM</b>
<b>Job Description</b>	Handling Administrative & Secretariat responsibilities
<b>Minimum Qualification</b>	<ul style="list-style-type: none"><li>• Master's Degree from a recognized University or Institution</li><li>• Good communication (Verbal &amp; Written) and interpersonal skills, Proficiency in English &amp; Hindi</li><li>• Knowledge of English &amp; Hindi typing on computer is must</li></ul>
<b>Working Experience</b>	Minimum 3 years of handling academic or administrative jobs
<b>Maximum Age</b>	Not more than 40 Years
<b>Tenure</b>	Initially for six months on contract (extendable further on the basis of performance and requirement)
<b>Remuneration</b>	<b>Rs.25,000/-</b> per month (Consolidated)
<b>Interview Details:</b>	<p><b>Date: 07-01-2019</b></p> <p><b>Place:</b> 1<sup>st</sup> Floor, National Museum Institute (Seminar Hall), National Museum, Janpath, New Delhi-110011</p> <p><b>Time:</b> 11:00 AM onwards</p> <ul style="list-style-type: none"><li>• Carry your resume and all documents relating to age proof, educational qualification &amp; work experience</li><li>• Applications by hand will be accepted till 11:00 AM on 07-01-2019</li></ul>

(Registrar)