



भारतीय विरासत संस्थान

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

INDIAN INSTITUTE OF HERITAGE

(Deemed to be University, Ministry of Culture, Government of India)

A 19, Institutional Area, Sector 62, NOIDA, Uttar Pradesh - 201 309

Contact No :.0120-2975617, 2975619, 2975620, website :www.nmi.gov.in

Date: 19.10.2023

VACANCY NOTICE

Applications are invited from eligible retired officers/officers working in Central Government/State Government officers/Government Universities/Government Colleges for one position of Consultant initially for 01 year extendable up to 03 years in the office of Vice Chancellor, Indian Institute of Heritage Rs. 75,000/- (consolidated) per month.

Eligibility Criteria for Consultant:

- Must be capable of taking dictation in shorthand(both in English and Hindi) and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing appointments/engagements, maintaining the official papers and assisting the officer in such a manner as he/she may direct.
- Must be Graduate in any discipline from a UGC- recognized University.
- Must have good knowledge of working on Computer (MS Office software)/E office/internet.
- Should be well acquainted with the functioning of Central Government Ministries/Departments and aware of rules/regulations of Central Government;
- Must have not exceeded the age of 62 years on the closing date of receipt of applications;
- Must have 10-15 years Working Experience with Head of the Department of a University on regular basis.

Note: Last date for submission of application is 30.10.2023 up to 5.00 p.m.

**(Dr V Kalyani)
Registrar I/c.**