



भारतीय विरासत संस्थान

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

INDIAN INSTITUTE OF HERITAGE

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

Date: ___/___/2024

VACANCY NOTICE

ENGAGEMENT OF ONE OFFICE ASSISTANT (ON CONTRACT BASIS)

The Institute, an autonomous body and a Deemed to be University under Ministry of Culture, Government of India proposes to engage an **Office Assistant** purely on contract basis initially for a period of one-year extendable up to three years based on performance on a consolidated remuneration of Rs. 38,000/- per month subject to the qualifications and experience as under:

1. Name of the post	:	OFFICE ASSISTANT
2. Number of Post	:	One
3. Remuneration	:	Rs. 38,000/- per month (Consolidated)
4. Method of Recruitment	:	Contractual
5. Age Limit	:	45 Years

Qualification & Experience required

The candidates with minimum Graduate from any recognized University, having minimum 3 years' working experience continuously as Office Assistant in Central University/Government organizations are eligible to apply for the post. Candidates should have good working knowledge and experience of operating Computer, MS office/Excel and other computer applications.

Contract Agreement :

Indian Institute of Heritage may terminate the contract to these terms apply, if:

1. The Office Assistant is unable to address the assigned work.
2. Quality of work is not satisfactory to the Competent Authority.
3. The Office Assistant is found lacking in honesty and integrity.

Indian Institute of Heritage has the right to terminate the contract any time without any prior notice and also without giving any reason.

How to Apply :

Interested candidates may submit their application in prescribed format (given below) along with photocopies of proofs of educational & professional qualifications, age, experience and other credentials by email: registrar.nmi@gov.in addressed to the Registrar, Indian Institute of Heritage, A-19, Institutional Area, Sector 62, NOIDA, UP - 201309. Deadline for submitting your application is **10 days from the date of publishing, 5:00 p.m.**, with subject "**Application for the post of Office Assistant**". To relax any of the above conditions and acceptance or rejection of application of the candidates will be at the sole discretion of the Competent Authority of the Indian Institute of Heritage. Applications received after the due date will not be considered. Only shortlisted candidate will be called for the interview.

REGISTRAR



APPLICATION FORM

INDIAN INSTITUTE OF HERITAGE

(Deemed to be University under Ministry of Culture, Govt. of India)

Campus: A-19, Institutional Area, Sector - 62, NOIDA, Uttar Pradesh – 201309

Website: www.nmi.gov.in

APPLICATION FOR THE POST OF

1. Name of Applicant :
2. Date of birth :
3. Father's Name :
4. Category : GEN/SC/ST/OBC/PWD.
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5. Address :
(a). Correspondence/Mailing :
- (b). Permanent :
6. Mobile/telephone number :
7. Email Address :
8. Educational qualifications :
9. Working Experience in Relevant Field (attach bio-data) :
10. Experience in field Years & Months) :
11. Other Relevant Experience, if any :
12. Any other information :

Paste a duly self-attested passport size photograph here

Undertaking

“I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the Indian Institute of Heritage”.

Place:

Date :

Signature.....