



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: 15.09.2023

VACANCY NOTICE

ENGAGEMENT OF ONE OFFICE ASSISTANT (ON CONTRACT BASIS)

The Institute proposes to engage an Office Assistant purely on contract basis initially for a period of one-year extendable upto three years on the basis of 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	:	40 Years

6. Qualification & Experience required:

- Candidates with a Graduate Degree from any recognised University:
- Minimum 3 years' experience as Steno/Office Assistant are eligible to apply for the post.
- Candidate must have good communication skills. Candidates should have good working knowledge and experience of Computer, MS office/applications. Shorthand in English and Hindi with handling official e-mail.

Desirable:

Preference will be given to candidates having passed certificate in Secretarial Practice/Stenography, etc.

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 to lack in honesty and integrity.

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

How to Apply:

Interested candidates may submit their application in prescribed format (given below) along with photocopies of proofs of educational & technical qualifications, age, experience and other credentials by email: registrar.nmi@gov.in addressed to the Registrar, National Museum Institute, A-19, Institutional Area, Sector -62, NOIDA, UP – 201309 latest by 06.10.2023 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 National Museum Institute. Applications received after the due date will not be considered. Only shortlisted candidate will be called for the interview.

Registrar I/c