



NATIONAL MUSEUM INSTITUTE

OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY

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

Registered Office: National Museum, First Floor, Jan path, New Delhi.110011

Campus: A-19, Block, Industrial Area, Sector 62, Noida, Uttar Pradesh 201309

Phone: 0120- 2975619, 2975625

Visit us at: www.nmi.gov.in

Advertisement date: 01/12/2022

VACANCY NOTICE

National Museum Institute of History of Art, Conservation and Museology, inviting applications from suitable candidates to engage a Personal Assistant as Contractual for a period of one year (extendable on performance basis). The academic educational Qualifications and experience have been proposed, keeping in view the nature of professional expertise and nature of work of support staff in NMI is as follows:

| Sl. No. | Name of the Position | No. of Position | Academic Educational Qualification, Experience and Age | Remuneration (per month) Rs. |
|---------|----------------------|-----------------|---|------------------------------|
| 1. | Personal Assistant | 01 | <p>Essential:</p> <p>i) Graduation from a recognized University or Institution.</p> <p>Desirable:</p> <p>ii) Having good work experience in communication (verbal & written)</p> <p>iii) Candidate should have good working knowledge and experience of computer MS Office/applications & Short Hand English/Hindi typing with handling E-mails</p> <p>iv) Having working experience as Steno/PA Minimum 05 years in Government Academic Institutions/Central Universities/Autonomous Bodies</p> <p>Age Limit: Maximum 45 years on the last date of issue of this advertisement.</p> | 34,100/- (Consolidate) |

Eligible candidates may send their complete bio-data/resume with photocopies of qualifications, age & experience and other credential to the Registrar, National Museum Institute, A-19, Institutional Area, Sector 62, Noida, Uttar Pradesh - 201309, within 10 days of the date of publication of the advertisement, (Last Date 10-12-2022, 05:00 PM). Application received after the due date will not be considered.

Registrar