

JOB POSTS: OFFICE ASSISTANT AND IT SUPPORT STAFF

MAHATMA HANSRAJ FACULTY DEVELOPMENT CENTRE
HANSRAJ COLLEGE
UNIVERSITY OF DELHI

Under Pandit Madan Mohan Malviya National Mission on Teachers and Teaching
A Ministry of Human Resource and Development Initiative

WALK-IN-INTERVIEW

A Walk-in-interview will be held for the following unreserved post on **29th October 2018**
(Monday) at 1.00 pm at the FDP Centre Office (Library, Second Floor, Hansraj College)

OFFICE ASSISTANT

Pay: Rs. 15000 pm

Tenure : 3 Months and will be extended after a performance review

Minimum Qualification: Graduate – Full time 3 year undergraduation programme from a recognised University. Candidates with Additional diplomas in typing/computers/technical training will be given preference

Skills and Job Description

- Assisting in Co-ordinating various programmes of the FDP Centre
- Designing schedules and coordinating with the resource persons
- Co-ordinating with participants
- Handling official communication and correspondence with other universities and government agencies
- Maintaining office records
- Working knowledge of accounts
- Proficient with MS-Office
- Good English Writing Skills

IT Support Staff

Pay: 15000 pm

Tenure : 3 Months and will be extended after a performance review

Minimum Qualification: Graduate – Full time 3 year undergraduation programme from a recognised University preferably in computer science. Candidates with Additional diplomas in typing/computers/technical training will be given preference. DOEAC A Level/O Level, PGDCA, MCSA will be given preference

Skills and Job Description

1. Understanding web content and knowledge of uploading/creating and editing content on the FDP centre website
2. Managing IT infrastructure of the centre including computer systems/ wifi network/ printers/ projectors/ laptops
- 3 Providing IT support during the programmes of the centre
- 4 Working knowledge of software installations and latest softwares in educational institutions

Note:

1. Please bring ONE PAGE CV on good quality A-4 plain paper on the date of interview. Along with original and one photocopy set of degrees and certificates
2. No TA/DA will be paid for attending the interview
3. College reserves the right to cancel/postpone the interview without assigning any reason

Rahul Bhat
COORDINATOR 22.10.18
P. L. MADAN MOHAN MALVIYA MISSION
MAHATMA HANSRAJ FACULTY DEVELOPMENT CENTRE
HANSRAJ COLLEGE, DELHI-110007

M. Anil Jaggi
22/10/18