Advertisement for the post of Office Staff in the office of MNNIT Alumni Association

Applications on plain paper with complete bio-data along with self–attested photocopies of candidate's professional certificates are invited from Indian nationals for the post of Computer Operator-cum-Office Assistant and Supporting Staff on contract basis in the office of MNNIT Alumni Association, MNNIT Allahabad. The applicants with completed application form (Annexure-I) in all respects along with original certificates should report to the office of MNNIT Alumni Association on July1, 2017 at 10.00 AM for Walk-In interview.Appointments will be made purely 'on contract basis' having no legal obligations in any of the court.The services of the employee may be terminated any time without any advance notice.The minimum remuneration for the above posts will be Rs.12000/- per month and Rs. 7000/- per month for Computer Operator-cum-office assistant and Supporting Staff, respectively. *No TA/DA will be paid for appearing in the interview. The registration fee for appearing in Interview is Rs.100.*

Minimum Qualification, Eligibility Criteria and Responsibilities:

(i)   The candidate should be minimum graduate for the post Computer Operator-cum-Office Assistant. The minimum education required for Supporting staff is Intermediate (12th Standard).

(ii) The accounting knowledge, computer knowledge and good communication skill is essential for the post of Computer Operator-cum-Office Assistant.

(iii) Thecomputer knowledge is essential for the post of Supporting Staff.

(iv) Preference will be given to the candidates having relevant work experience.

(v)   The candidates must not be involved in any incident of misconduct/wrongdoing in their previous workplaces.

(vi) The Computer Operator-cum-Office Assistant will be responsible for overall official works such as maintaining the accounts and office records,website operation,letter drafting, e-mail and mobile communications, data entryor as specified by Office Bearers of MNNIT Alumni Association.

(vii) The Supporting Staff will work as attendant and support in day-to-day work such as data entry, mobile communications or as specified by Office Bearers of MNNIT Alumni Association.

Application Form
(Registration fee - Rs.100/=)

1. Name :

2. Father's Name :

3. Date of Birth :

4. Permanent Address :

5. Correspondence Address with Mobile Nos. :

6. Category (GE/OBC/SC/ST/Others) :

7. Qualification :

Degree	Passing Year	Marks Percentage	Division	Subjects/Stream (Science/Arts/Commerce/Others)
High School				
Intermediate				
Graduation				
Post Graduation				
Others (Certificate/Diploma/Degree Course)				

8. Experience:

S. No.	Name of the Firm/Organization	Period (From – To)	Designation

9. Personal Strength you wish to report :

10. Undertaking that I was never debarred by any organization because of my inefficiency/misconduct/any other reason whatsoever.

(Name & Signature of the candidate)

_____For office Use only_____

Paid Registration fee Rs.100.00