

OFFICE OF THE DIRECTOR [PSND]
VISVA-BHARATI: SANTINIKETAN

Ref.no. Dir/PSNS/Misc/06/2013-14

Date: 05-08-2013

NOTIFICATION FOR TEMPORARY ENGAGEMENT

Applications are invited from eligible candidates for temporary engagement at Office of the Director [PSNS], Visva-Bharati, Santiniketan as detailed below:

1. Position: Multi Task Staff (MTS)

2. Duration of Engagement: 89 days (can be extended on performance).

3. Duties to be Performed: Data-entry, database maintenance, data retrieval, report generation, noting drafting, typing and any other office job as may be assigned by the Director from time to time.

4. Essential Qualifications: (a) Graduation in any stream with Diploma/Certificate course in Computer Application from recognized Institution with typing speed of minimum 30 words per minute in English.

OR

B.Sc. /M.Sc. in Computer Science with typing speed of minimum 30 per minute in English.

OR

M.C.A with typing speed of minimum 30 words per minute in English.

5. Desired Skills: PHP, My SQL and MS Office, Typing skill in Hindi & Bengali.

6 Remuneration: Rs.10, 000/- per month (consolidated)

7. Desirable Experience: one year experience of working in a Govt./Semi-Government/ Reputed private concern/University/College, etc.

8. Age limit: Below 35 years

The candidate may have to perform duties beyond normal Office-hours. This engagement will not entitle the candidate to lay any claim for further engagement in future in Visva-Bharati.

This engagement may be terminated at any time by giving one week notice.

There will be a typing test of 20 minutes to test the typing speed of the candidates in English. Typing accuracy should be minimum 90% from the given test. Only those candidates who qualify in the typing test will be eligible to appear in the interview.

Interested candidate may apply to the “Office of the Director [PSNS], Visva-Bharati, Santiniketan, P.O. Santiniketan-731235, Birbhum, West-Bengal”, within 30.8.2013 and attend the walk in interview including typing test on 02.8.2013 at 11.00 am. at Office of the Director [PSNS], Visva-Bharati, Santiniketan.

Director

Physical Education, Sports, National Service and Student Welfare

Copy for information with a request to arrange for wide circulation including display on the office Notice-Board to:

1. Registrar, Visva-Bharati
2. Sub-Divisional Office, Bolpur
3. In-charge, Computer Centre, Visva-Bharati... with a request to upload it in the University website.
4. Branch Manager, State Bank of India, Santiniketan.
5. Post Master, Santiniketan Post Office, Santiniketan.
6. Station Manager, Bolpur Station, Bolpur

Director

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