

Detailed Advertisement for Publication in Institute's Website

NOTICE FOR WALK-IN-INTERVIEW



DISASTER MANAGEMENT INSTITUTE

(An ISO 17020:2012 Accredited Institute)

(Govt. of Madhya Pradesh, Dept. of Home Affairs)

E-5, Paryavaran Parisar, Arera Colony,

Bhopal (M.P.) – 462016 (INDIA)

Ph. No.: 0755-2466715, 2461538, 4293592

Fax No.: 2466653

Website: www.dmibhopal.nic.in,

E-mail: dmi@dmibhopal.nic.in

The Institute is going to organize a walk-in-interview for the recruitment of **HINDI STENO TYPISTS / DATA ENTRY OPERATORS** purely on contractual basis initially for one year for ongoing projects at Institute premises on **01.09.2014**. The details are as follows:

1. Qualification and age bar:

- The Candidates must be a graduate in any discipline from recognised university.
- Must have a Government/Govt. recognised/Commercial Certificate in Hindi Stenography and Hindi Typing.
- The minimum speed in Hindi Stenography and Typist should be 80-100 and 25-30 words per minute respectively along-with formatting. The typing test will be conducted on computer only. Certificate of Hindi Stenography and Hindi Typing from Government is must.
- Minimum one-year diploma in computer operation is essential and good knowledge of computer from recognised university/institute is must.
- All educational and professional/technical qualification should be as per Govt. of Madhya Pradesh Rules & Regulations)
- The age should be between 21-35 years.

2. Experience:

- Candidates' having minimum one year or more experience in similar field.
- Proficiency in both stenography i.e. Hindi and English shall be given preference.

3. Salary:

- The steno typist/DEO shall be paid a total fixed monthly emoluments of Rs. 10,000/- (Rupees Ten Thousand Only) against the service rendered by him/her.

4. Terms & Conditions for appointment:

- The appointments shall be purely made on contractual basis initially for one year for ongoing projects and candidate shall have no rights for extension, absorption or regularisation of his/her services in the any event as a regular employee in the Institute.
- The extension of his/her service may be given after successful completion of the year and performance review of the steno typists / DEOs, at the sole discretion of the Institute.
- No other allowance such as, DA, CCA, Medical, Transportation, LTA/LTC, Leave Encasement, Earned Leave, etc. shall be provided him/her except above mentioned fixed monthly emoluments.
- Selected candidate will have to make a "Contractual Agreement" with the Institute before his/her joining.

5. Candidates are requested to attend the walk-in-interview at the above-mentioned address and date along-with all degree/diploma/certificates regarding qualification and experience in original as well as

one copy of the same attested by gazetted officer by **10:30 hrs** for document verification, proficiency test and interview.

6. The candidates not having original certificates/testimonial, etc. shall not be allowed to participate in the walk-in-interview.
7. Candidates are required to come for walk-in-interview along-with filled in application in the prescribed proforma available in above mentioned website. Candidates are not required to send the application by hand/post/ e-mail courier/to the Institute.
8. No TA/DA shall be paid to any candidate for attending walk-in-interview or any of the selection process.
9. The Executive Director (DMI) reserve the all rights to fill/not fill any of the advertised posts or select/reject all/any of the application(s) without assigning any reason and decision taken by him will be the full & final with all respect.

EXECUTIVE DIRECTOR
Disaster Management Institute

Short Advertisement for Publication in Newspaper

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	DISASTER MANAGEMENT INSTITUTE (Govt. of Madhya Pradesh, Dept. of Home Affairs) E-5, Paryavaran Parisar, Arera Colony, Bhopal (M.P.) - 462016, Ph. No.: 0755-2466715,
Website: www.dmibhopal.nic.in, E-mail: dmi@dmibhopal.nic.in	
Institute is going to organize a walk-in-interview for the recruitment of HINDI STENOTYPISTS/DEOs on one-year contract basis at Institute premises on <u>01.09.2014</u> . For details, please see the above website.	
EXECUTIVE DIRECTOR, DMI	

Publication agency is requested to kindly publish the above advertisement (in table) with minimum size.