

MAULANA AZAD EDUCATION FOUNDATION

(Ministry of Minority Affairs, Government of India)

No. Cont. Rectt./MAEF/2014

Dated: 25.08.2014

Requirement of Contractual Staff

Applications are invited for the following posts purely on contractual basis in Maulana Azad Education Foundation (MAEF), New Delhi on consolidated salary:

S. No.	Name of the Post	No. of Post	Remuneration
1.	Data Entry Operator	4 (four)	Rs. 10,000/- to 15,000/- (monthly consolidated salary)
2.	Multi Tasking Staff (MTS)	4 (four)	Rs. 8,000/- to 10,000/- (monthly consolidated salary)
3.	Receptionist	1 (one)	Rs. 10,000/- (monthly consolidated salary)

Eligibility Criteria for

1. Data Entry Operator:

Essential Qualifications	(i) Must have Senior Secondary (12 th) examination passed from a recognized board/institution with Diploma in Computer Applications. (ii) Should have proficiency in Microsoft Office (Word, Excel & Power Point), Emailing and Internet. (iii) Must possess a typing speed of 40 w.p.m. in English on Computer.
Experience	Minimum one year experience in relevant field.
Desirable	Knowledge of Hindi/Urdu Typing and Adequate knowledge of Hindi and English.

2. Multi Tasking Staff (MTS):

Essential Qualifications	(i) Must have Matriculation (10 th) examination passed from a recognized board/institution. (ii) Should have working knowledge of Computer.
Desirable	Adequate knowledge of Hindi and English. Preference will be given to those candidates who know driving motorcycle/ vehicle

3. Receptionist:

Essential Qualifications	(i) Must have Senior Secondary (12 th) examination passed from a recognized board/institution. (ii) Should have working knowledge of Computer.
Desirable	Adequate knowledge of Urdu, Hindi and English.

Interested Candidates may send their applications in prescribed application form along with the self-attested copies of their testimonials to **the Secretary, Maulana Azad Education Foundation, Maulana Azad Campus, Chelmsford Road, New Delhi - 110055**, within **15 days** from the date of the advertisement on website.

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Secretary, MAEF