

# National Innovation Foundation- India

Satellite complex, Near Mansi Tower, Ahmedabad-380015, Phone: 079-26732095,

## Walk-in Interview

Walk in interview for the positions of PS to Director/ Administrative Associate/ Assistant, Receptionist cum Telephone Operator and Driver at National Innovation Foundation - India (NIF), Ahmedabad an autonomous body of Department of Science and Technology, Govt. of India.

### **Eligibility:**

**PS to Director/ Administrative Associate/Assistant (Three):** Post Graduation with good communication skills and ability to make quality reports and presentations. The candidates with 2 years' experience in handling the administrative activities will be preferred. **Emoluments:** Up to Rs. 30,000 (consolidated)

**Receptionist cum Telephone Operator (One):** Graduate with one year of experience in relevant field. **Emoluments:** Up to Rs. 15,000 (consolidated)

**Driver (One):** 10<sup>th</sup> Pass with 2 years of experience and valid license to drive the light and heavy vehicles. Candidates with experience in organized sector will be given preference. **Emoluments:** Up to Rs. 15,000 (consolidated)

**Tenure:** Initially for One year which can be extended subject to satisfactory performance.

**Date and Time of Interview:** 17<sup>th</sup> October, 2014; 11:00 AM

Interested eligible candidates may Walk-in for Interview, on the date & time mentioned above at NIF office, with all relevant documents (Originals + one set of photo copies), Age Certificate, education, experience certificate etc. along with CV. No TA/DA is admissible.

**Director**