

## NOTIFICATION FOR TEMPORARY EMPLOYMENT (ON OUT SOURCING BASIS)

Applications are invited for temporary engagement (on outsourcing basis) at Vinaya-Bhavana Office as detailed below:

1. Position: **Computer Assistant**
2. Duration of engagement: Initially for a period of One year, which may be extended at the discretion of the university.
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 Bhavana Authority from time to time.

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
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 month's 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 Adhyaksha, Vinaya-Bhavana, Visva-Bharati, P.O. Santiniketan-731235, Birbhum, West-Bengal, within **20.7.2013** and attend the walk in interview including typing test on **02.8.2013 at 11.00** am. of Vinaya-Bhavana Office, Santiniketan.

Sd/-  
Director  
Studies, Educational Innovations &  
Rural Reconstruction and Adhyaksha  
Vinaya-Bhavana

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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

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