

ENGAGEMENT OF OFFICE ASSISTANT THROUGH OUTSOURCED AGENCY

MDI Murshidabad invites applications from dedicated and committed persons for the following positions to be engaged through outsourced agency:

Office Assistant – 3 Positions

Terms & conditions:

Eligibility criterion: Candidates must be a Graduate with working knowledge of computer operations. Proficiency in MS-Word, MS-Excel & MS-PowerPoint is essential.

Desirable: Preference will be given to candidates having experience in office/ secretarial jobs.

Remuneration: Gross monthly remuneration of Rs. 12,500 will be paid to the selected candidates. Coverage will be given under PF & ESI benefits.

Mode of selection: Selection will be done through practical test on computer operations & personal interview.

Application procedure: Candidates who fulfill the above criteria shall submit their applications as per the enclosed format. A self-attested recent coloured passport size photograph shall be affixed on the application form. Duly filled in application form along with self-attested photocopies of all relevant certificates in support of DoB, qualifications and experience shall be sent by post/courier so as to reach to the following address latest by **31/07/2018**.

The Registrar, Management Development Institute Murshidabad, Kulori, Uttar Ramna, P.S. Raghunathganj, District Murshidabad, WB-742235.

Applications may also be delivered by hand at the above address.

Alternatively, candidates may also send scanned copy of their applications along with all relevant documents through e-mail at the ID provided below:

registrar@mdim.ac.in

Incomplete applications/ applications without the necessary documents or applications received after the last date will not be considered.

APPLICATION FORM

Attach a
coloured
passport size
photo

Position applied for: _____

- 1. Full name: Mr. / Ms. _____
- 2. Father's name: _____
- 3. Permanent address: _____

- 4. Correspondence address: _____

- 5. Date of Birth: _____ (DD) _____ (MM) _____ (YYYY)
- 6. Nationality _____
- 7. Mobile No.: _____
- 8. E-Mail ID: _____

9. Educational qualifications

Examination Passed	Board/ Univ.	Year of Passing	Subjects Taken	% of Marks

10. Experience details (if any):

11. Trainings obtained:

12. Computer proficiency /
Knowledge of MS-
Word/Excel/PowerPoint

13. Any other relevant
information:

Date:

Signature of the Candidate

Encl:

1. Self-attested copy in support of Date of Birth
2. Self-attested copy in support of Educational Qualifications
3. Self-attested copy in support of Work Experiences