

ENGAGEMENT OF SENIOR OFFICE ASSISTANT & LIBRARY OFFICE ASSISTANT THROUGH OUTSOURCED AGENCY

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

Sr. Office Assistant

Library Office Assistant

Sl. No.	Positions	Eligibility Criterion	Age	Experience	Remuneration
1.	Sr. Office Assistant	<ul style="list-style-type: none"> • Candidates must be Graduate with minimum 50% marks from reputed institute/University. • Proficient in computer operations (MS-Word), Excel, Power Point. • Excellent communication skill in English is essential. 	Maximum 35 yrs. as on the date of Advertisement	At least two (02) years' post qualification experience in secretarial/liaison work in corporate offices	Rs. 25,000/- pm. (consolidated) – to be paid through manpower outsourced agency
2.	Library Office Assistant	<ul style="list-style-type: none"> • Candidates must be Graduate in Library Science or Library and Information Services with minimum 50% marks from reputed institute/University. • Knowledge of computerization of library, library software. • Good knowledge in classification/cataloguing. Knowledge on library policies, procedure, methods, ethics and professional standards. • Good interpersonal & communication skills. 	Maximum 35 yrs. as on the date of Advertisement	At least one (01) years' post qualification experience in Library management in any Academic/Corporate Institution/College Library.	Rs. 15,000/- pm. (consolidated) – to be paid through manpower outsourced agency

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

Application procedure: Online applications only. Please login www.mdim.ac.in
Application received through email/post/courier will not be accepted.

Last date for online application: 09.02.2020.

Other Terms & Conditions:

1. The selected candidate will be engaged on outsourced through our authorized manpower outsourced agency. The candidate shall not have any right to claim any benefit/ compensation/absorption/regularization of services in MDIM under any circumstances.
2. The candidate will have to work on 6 days per week and entitled for 12 days leave per year.




 28/1/2020
 Registrar
 MDIM
 Registrar
 MDI Murshidabad