

Applications are hereby invited for the following posts on contractual basis for 3 years.

<b>Name of the Post</b>	<b>Number of Posts</b>	<b>Qualifications</b>	<b>Pay Band + Grade Pay</b>
Assistant Manager (Accounts)	01	B. Com. 1 <sup>st</sup> division followed by M. Com/MBA (Finance)/CA 1 <sup>st</sup> division with two years experience in a reputed institute/ firm.	10300-34800 + GP 5000/-
Assistant Manager (Administration)	01	MBA (HR) 1 <sup>st</sup> division with two years experience of Administration in reputed educational institute of higher learning (University/Professional College).	10300-34800 + GP 5000/-

**Terms & Conditions :**

1. The above mentioned positions are temporary and likely to continue.
2. The posts shall carry all the benefits admissible to regular employees except for the LTC.
3. The posts shall be non-pensionable and shall carry the facility of CPF (Contributory Provident Fund).
4. The posts shall carry the benefit of HRA (House Rent Allowance) but will not be entitled for allotment of Government accommodation/lease accommodation.
5. Age not exceeding 45 years.
6. The applications will be short-listed on the basis of merit and only short-listed candidates will be called for interview/test.

The application form can be downloaded from the website of the institute. Proforma filled in all respects should reach the office of the Director by **16.07.2014**. Applications received late will not be considered.

**Note : No TA/DA will be paid for attending the interview.**

**Director**