



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
Nagarbhavi, Bengaluru – 560 072

Dt: 13/06/2018

Advertisement for Office Assistant & Consultant (Admin & Finance)
Contract basis to NAAC Delhi office

Applications are invited for below mentioned posts on contract basis, for its office situated at "Akhilbhartiya Anuvrat Nyas", 2nd Floor, Anuvrat Bhawan, # 210, Deen Dayal Upadhyaya Marg, New Delhi-110002".

S. No	Post	No. of Vacancies	Eligibility	Wages/Salary per month
1.	Office Assistant	May vary from 1 to 4	Essential: Graduate or Post graduate with good academic record with good computer knowledge in MS Office. English / Hindi language and typing proficiency.	As prescribed by the selection committee
2.	Consultant (Admin & Finance)	01	Retired Govt. Servants who have retired from the post of Under Secretary, Deputy Director, Section Officer, Assistant Section Officer or equivalent, are eligible for engagement to the position of Consultant. Should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc. Should have expertise in noting/drafting, various establishment/finance related rules/regulations of Govt. of India, capable of handling Administrative matters (including General Administration), framing of Rules, Regulations, Vigilance matters, Court Cases, Parliament Questions and related matters, RTI, Procurement matters, examination of financial proposal, grant-in-aid, dealing with subordinate/attached offices, Autonomous/Statutory Bodies etc.	Rs.38,500+7,000/- (Local Conveyance)

Applications with full details (age, qualifications, experience, E-mail ID, contact number. etc...) should reach by E-mail to recruitnaacdelhi@gmail.com on or before **21st June 2018 3:00PM**. **The interviews for shortlisted candidates will be conducted on 22nd June 2018 at 11:00AM**

Contact for details:

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A.O. NAAC