

Applications invited for appointment of Multi Task Staff (1) on contract basis in Alumni House

NOTICE FOR APPOINTMENT OF MULTI TASK STAFF (IN OFFICE)

Application are invited on plain paper for the post of **Multi Task Staff (1)** in office for the Alumni House, Panjab University, Chandigarh purely on contract basis for a period of 89 days on fixed D.C. rates (Rs. 21,600/-) as may be applicable time to time payable from Panjab University Alumni Association own budget. Applications along with brief biodata and attested photocopies of various certificates and testimonials should reach the office of the undersigned latest by 22nd Oct, 2024 till 4:30 p.m.

Essential Qualifications and Requirements:

1. BA/BSc/BCA/B. com or Graduate in any discipline with minimum 60% marks in aggregate from recognized University.
2. Upper age limit not more than 37 years as on closing date prescribed for receipt of application.

Desirable Qualification:

1. Diploma of Computer application from recognized University.
2. Knowledge of MS office, well versed in making presentations, good typing skills, using tally, office correspondence, social media handling and drafting of letters & minutes with minimum 1 year experience of working in office or similar facility.
3. Should be in good health.

Applicants are advised to see the website of Alumni Association for interview date for the above mentioned post and also they can enquire on official telephone no. 0172-2541881.

Prof. Latika Sharma

Dean Alumni Relations

Panjab University

Chandigarh

Note: The post is purely temporary. There will be no financial liability on the part of the University after the termination of tenure and the applicant will be treated as relieved from the Department of Alumni Relations, Panjab University, Chandigarh and he/she has no right whatsoever to avail for the above service for permanent in nature. No TA/DA will be given to applicants.

Issued to:

Website of the Department for General public and (Computer Centre) for circulation to Heads of the teaching and non teaching Departments of PU.