**CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

**(Established vide Act No. 25 (2009) of Parliament)**

**Advt. No: Pro-74 (2018)**

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| **Projects Title**  |  **Centre for Curriculum Research, Policy and Educational Development (PMMMNMTT Project)** |
| **No. of Post** | (01) |
| **Name of the Post** |  Office Assistant cum Data Entry Operator |
| **Age** | Below 30 years on date of interview (Relaxation in age is permissible for SC/ST/OBC candidates as per Government of India rules) |
| **Fellowship** | Rs. 21,000/- per month  |
| **Tenure** | Initially for one year, extendable up to the duration of the project, based on performance and availability of funds. |
| **Essential Qualification** | 1. Post graduation with at least 55 % marks for GN/OBC (50% for SC/ST/PH) from UGC recognized University/ Institute with PGDCA
2. Typing speed of 30 words per minute
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| **Desirable Qualification** | M.Com. with two year working experience in office  |
| **Last Date**  | 27 November, 2018 |
| **Interview**  | 29 November, 2018 at 11:00 AM Typing and written test will be conducted |
| **Terms and Conditions** | 1. Short listed candidates will be intimated by e-mail or Phone
2. **No TA/DA will be paid for attending the interview**
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