

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, JABALPUR

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Engagement of Staff on daily wage-basis against the vacant positionsat IGNOU Regional Centre, Jabalpur (M.P.)

IGNOU Regional Centre Jabalpur invites interested & eligible persons for walk- in interview for engagement of staff on daily wage basis and for the short term period only. The details of qualifications are as under:

SN	Name of the Post	Essential Qualification & Experience	Desirable Qualification
1	Computer Operator	BCA or Graduation with PGDCA or B.Sc in Computer Sc./Engg./IT or BBA in IT from a recognized university and working knowledge of office assistance tools like MS OFFICE or OPEN OFFICE etc. Also “O” level of DOEACC after Graduation from a recognized University.	---
2	Junior Assistant -cum Typist (J.A.T)	10+2 or its equivalent and typing speed of 40 wpm in English or 35wpm in Hindi on computer.	A Bachelor Degree from a recognized University.
3.	Driver	10+2 Pass 5 year valid license holders of Heavy/Medium motor vehicles. At least 3 year experience in driving a Car/ Heavy / Medium vehicles with knowledge of car mechanism.	---
4.	Assistant	Bachelor’s Degree with at least IInd class with sufficient working knowledge of computer.	05 years experience in noting, drafting, finance & accounts, stores
5.	Multi Tasking Staff (MTS)	10 th Passed or ITI equivalent.	---
6.	Helper	10 th Passed or ITI equivalent.	---

IMPORTANT DATES :

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| I. | Date & Time of Reporting | : 01 st January, 2016 (12.30 PM) |
| II. | Date & Time for Walk-in Interview | : 01 st January, 2016 (2.00 PM) |
| III. | Declaration of Result on Notice Board | : 02 nd January, 2016 |

IMPORTANT INSTRUCTIONS:

- The engagement of staff is purely on daily wage and short term basis only. No claim of permanent appointment in the University shall be entertained under any circumstances.
- The shortlisted candidates are required to submit proof of educational qualification and experience.
- The shortlisted candidates for the post of JAT will be required to appear for Typing test on the same day.
- No TA/DA shall be paid for attending the interview / typing test.
- The payment to engaged person shall be made on daily wage basis at the rates notified by the University from time to time.
- The University reserves the rights to cancel the notification at any stage of time without any prior notice.

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(Regional Director)