

INSTITUTE OF CHEMICAL TECHNOLOGY

(University under Section-3 of UGC Act 1956) (Formerly UDCT/ UICT, Mumbai)

Elite Status & Centre of Excellence- Government of Maharashtra

Matunga, Mumbai- 400 019, India

Website: www.ictmumbai.edu.in

Tel:022-3361-1111/ 2222, Fax: 022-3361-1020

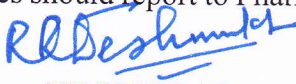
RECRUITMENT OF STAFF ON CONTRACT BASIS

Invitation for walk in interview for the post of Office Assistant (Accounts) on behalf of MHRD for its project **Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)**.

Sl. No.	Position	Essential qualification	Relevant Experience
1	Office Assistant (Accounts) (01 Post) Age - Not Exceeding 40 years as on 1.1.2018 Chief Responsibilities – <ul style="list-style-type: none">Assisting in organizing workshops and other events organized by the department under PMMMNTTAssistance in maintaining website for the above.Readiness to work on Non- working days including Sundays.Typing / taking dictations.Organizing and maintaining office files and records.Maintaining accounts.Taking inventory of the items arriving at the OfficeMaintaining Fixed asset register.Receiving the material, checking the same with the Invoice and prepare noting for further processing.	Bachelor's degree in commerce from a recognized University Desired Qualification Experience in Education Sector, or Event Management or Private Sector	<ul style="list-style-type: none">Knowledge of Book keeping and accounts (Tally)02 or more years of experience in Administrative field/ Event ManagementShould have knowledge of Noting/ Drafting as prevalent in Government sector.Should have good command over written and spoken English and Marathi with typing speed @ 30 WPM in MS Office; Tabulation in Excel; Presentation on Power Point etc.
<ul style="list-style-type: none">Salary Rs. 20, 000/- pm all inclusive			

➤ Above position is temporary for the duration of the project upto 2 ½ years and subject to periodic satisfactory performance.

➤ Walk in interview on 9th January 2019, at 4.00 pm in HOD office (A292). Candidates should report to Pharma Office by 3.15 pm.


REGISTRAR