

आचार्य
श्री नरेंद्र मोदी

ACHARYA (CHANCELLOR)
SHRI NARENDRA MODI

उपाचार्य (स्थानापन्न)
प्रो. सबुजकलि सेन

UPACHARYA (VICE-CHANCELLOR) (Offg.)
PROF. SABUJKOLI SEN

विश्वभारती
VISVA-BHARATI

(Established by the Parliament of India under
Visva-Bharati Act XXIX of 1951
Vide Notification No. : 40-5/50 G.3 Dt. 14 May, 1951)

संस्थापक

रवीन्द्रनाथ ठाकुर

FOUNDED BY
RABINDRANATH TAGORE



शांतिनिकेतन - 731235

SANTINIKETAN - 731235

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सं./No. SB-PURSE/Notification/2018-19/1

दिनांक/Date. 21.04.2018

NOTIFICATION FOR TEMPORARY ENGAGEMENT (Non-TECHNICAL)

Application are invited from eligible candidates for temporary engagement at Office of the DST-PURSE Programme, Siksha-Bhavana, New Science Complex, Visva-Bharati, Santiniketan as detailed below:

1. **Position:** Multi Tasking Staff (MTS)
2. **No. of Position:** 01
3. **Duration of Engagement:** 89 Days (can be extended based on performance).
4. **Duties to be Performed :** Data-entry, database maintenance, data retrieval, report generation, noting, drafting, typing and any other office job as may be assigned from time to time.
5. **Essential Qualifications:** (a) Graduation in any stream with Diploma/Certificate course in Computer Application from recognized Institution with typing speed of minimum 30 words per minute in English.
OR
B.Sc./M.Sc./M.C.A. in Computer Science with typing speed of minimum 30 per minute in English.
6. **Desired Skills:** MS-WORD, EXCEL, ACCESS, POWER POINT, Typing in Bengali and Hindi.
7. **Desirable Experience:** One year experience of working in Govt./Semi-Government/Reputed private concern/University/College, etc., typing skill in Hindi and Bengali.
8. **Remuneration:** Rs. 10,000/- per month (consolidated).
9. **Age limit:** Below 35 years.

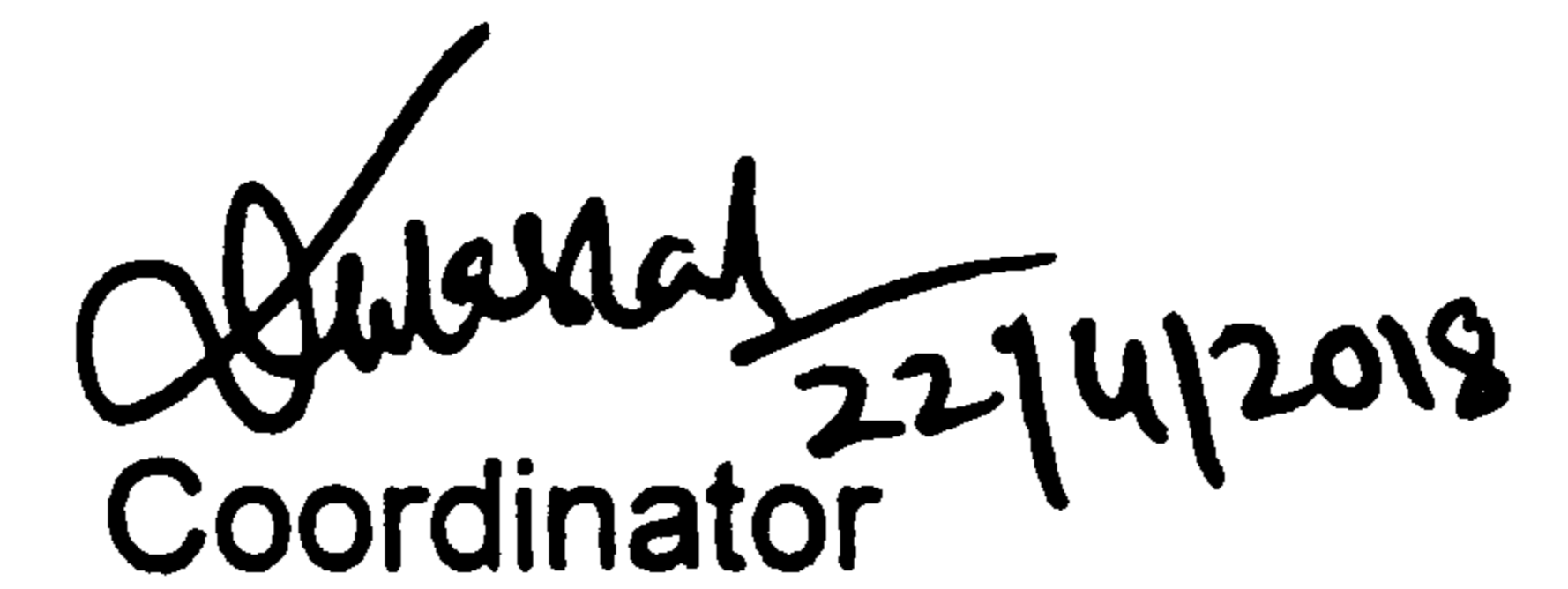
The candidate may have to perform duties beyond normal Office-hours. This engagement will not entitle the candidate to lay any claim for further engagement in future in Visva-Bharati. This engagement may be terminated at any time by giving one week notice.

Interested candidates may apply with attested copies of the supporting documents to "The Coordinator, DST-PURSE Programme, Department of Mathematics, Siksha-Bhavana, Visva-Bharati, Santiniketan – 731235, Birbhum" within 05.05.2018

Note: There may be a typing test of 20 minutes to test the typing skill of the candidates in English, followed by an interview.

Date of typing test and interview will be announced in the university website.

Incomplete application will be summarily rejected.


Coordinator

DST-PURSE Programme
Department of Mathematics,
Siksha-Bhavana, Visva-Bharati