



OFFICE OF THE DIRECTOR, PSNS  
VISVA-BHARATI

Ref.No:Dir/PSNS/Misc/06/14-15//62

Date:16.02.2015

**NOTIFICATION FOR TEMPORARY ENGAGEMENT**

1. **Position:** Multi Tasking Staff (MTS)
2. **Duration of Engagement:** 89 Days (can be extended on performance)
3. **Duties to be performed:** Data entry, database maintenance, date retrieval, report generation, noting drafting, typing and any other office job as and when required or assigned by the Director from time to time.
4. **Essential Qualification:**
  - a. Graduation in any stream
  - b. Diploma/Certificate course in Computer Application from recognized institution with typing speed of minimum 30 words per minute in English,
  - c. Excellent communication skill in English
  - d. Ability to draft letters in English
5. **Desired Skills:** PHP, My SQL and MS Office, typing skill in Hindi and Bengali.
6. **Remuneration:** Rs.10,000/- per month (consolidated).
7. **Desirable Experience:** One year experience of working in a Govt./Semi-Government/reputed Private concern/University/College etc.
8. **Age limit:** Not above 30 years as on 01.01.2015

The candidate may have to perform duties beyond normal Office-hours without any extra remuneration. 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.

## **Test Module**

There will be an English Proficiency Test cum Typing Test. The test will include writing letters in English. Only those candidates who qualify in the English Proficiency Test cum typing test will be eligible to appear in the interview.

Interested candidate may submit their resume to the "Office of the Director, PSNS, Visva-Bharati, Santiniketan, P.O-Santiniketan, Birbhum, West Bengal, within 15.03.2015. The date for English Proficiency Test, typing test and interview will be intimated later. Please keep tracking University website for date of the Test.



Director  
Physical Education, Sports,  
National Services and  
Students' Welfare  
Visva-Bharati

Copy to:

1. Registrar, Visva-Bharati
2. Sub-Divisional Office, Bolpur
3. Branch Manager, State Bank of India, Santiniketan
- ✓ 4. University Webmaster – to kindly upload in the University website
5. Post Master, Santiniketan Post Office, Santiniketan
6. Station Master, Bolpur Railway Station, Bolpur