

Job Title: Senior Office Assistant (Contractual), under the project “AI Capacity Building Program for Schools: Empowering Students with Future Skills” funded by Ministry of Electronics and Information Technology (MeitY), Govt. of India at RCCIIT

Qualification: Graduate

Experience: At least 7 years of working in similar kind of projects and having expertise of using MS Office/PFMS, drafting of official letters/notes/reports, official emailing etc.

Age: No bar

Pay Scale: Consolidated pay Rs.50,000/- per month

Number of Vacancy: 01

Terms / Position status: Full-Time Contractual (purely temporary, initially for 6 months, renewable after 6 months based on performance)

Other Info: Email applications are invited (to coordinator.project_meity@rcciit.org.in) from Indian nationals addressing “The Principal, RCC Institute of Information Technology” and mentioning the subject line as “Application for Senior Office Assistant (Contractual) for MeitY project”. Applicants need to submit updated resume containing academic record and experience (mentioning domain of works) in detail. Documents supporting academic credentials and experience need to be produced for verification if called for interview.

Advertisement Date: 03-06-2024

Last Date of Application: 18-06-2024