

Description of vacant post

Bodoland University

Date of Advertisement:

A: Post Description (Temporary) and shall be for initial 3 Month with negotiable salary:

1)Name: Clerical Assistant/Office Assistant/Multi-tasking Staff: No. of Post: 01

B: Eligibility

1) Eligibility for **Clerical Assistant/Office Assistant/Multi-tasking Staff**: Master's degree from a recognised University or equivalent.

a. Minimum of one years of experience in office work in Government / Govt. funded projects/organisation and six month computer diploma in office automation.

b. Requirement skills: Ms. Office (Ms. Excel, Ms. Word Ms. PowerPoint); handling official work; have knowledge in design (Photoshop); Public Relation and confidentiality of the work as collection, processing and analysis of institutional data is concerned.

c. Job description: Office work including office maintenance of IQAC office, file movement, DTP, PowerPoint preparation, coordination with different departments of the Bodoland University, NAAC Committees, application drafting, computer hardware and software, cloud storage, data collection, data analysis, data interpretation, etc.

d. Remuneration: Negotiable

e. Duration of work may exceed conventional office timing and shall be required to do comply with the allotted work even in weekly holidays.

C: Age limit: Age must be minimum of 18 years and should not exceed 45 years on 01.01.2022

Application process: The applicants need to send their applications with Biodata or CV via post, offline or email to **The Director of IQAC, Bodoland University, 783370** at sandeep_dna2003@yahoo.co.in

Clearly to be written on the envelope or Email (in the subject column)

A) Application for the post of Clerical Assistant/Office Assistant/Multi-tasking Staff

| Last date of submission of bio data | Date of interview |
|-------------------------------------|----------------------------|
| 17 th May, 2022 | 18 th May, 2022 |

Director
IQAC

Bodoland University, Kokrajhar

Copy To:

P.S to Hon'ble Vice Chancellor, BU for information

P.S to Registrar, BU for information

P.S to Finance Officer, BU for Information

Guard File

The qualification for Clerical Assistant/Office Assistant/Multi-tasking Staff is given below:

| Sl no. | Manpower position | Durations (Years) | Essential qualification | Upper age limit (years) | Monthly emoluments (Rs.) |
|---------------|---|--------------------------|---|--------------------------------|---------------------------------|
| 1 | Clerical Assistant/Office Assistant/Multi-tasking Staff | 1 | <ol style="list-style-type: none">1. Master's degree in from a recognised University or equivalent.2. Minimum of one years of experience in office work in Government funded projects/organisation3. Six-month computer diploma in office automation. | 35 | |

To,

**Director of IQAC
Bodoland University**

Dated:

Subject: Application for the post Clerical Assistant/Office Assistant/Multi-tasking Staff

Respected Sir,

With reference to the subject stated above, I am applying for the post of Clerical Assistant/Office Assistant/Multi-tasking Staff at Bodoland University.

This is for your information and necessary action.

Thanking You,

Yours truly,

(SIGNATURE OF THE APPLICANT)

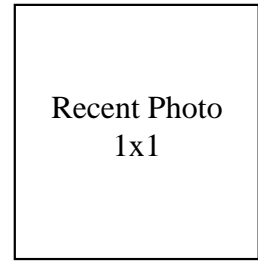
(FILL IN THE FOLLOWING IN BLOCK LETTERS)

Post Applied For: _____

Applicant's Name: _____

Mother's Name _____

Father's Name: _____



Present
Address:

PermanentAddress:

City: _____ Country: _____ D.O.B

Gender: _____ Email: _____ Religion:

Mobile: _____

ACADEMIC QUALIFICATION

| Educational Qualification | Percentage | Institution | Year of Passing |
|----------------------------------|-------------------|--------------------|------------------------|
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(Signature of the Applicant)