

## Details and Instructions

### 1. Administrative Manager:

Educational Qualification : Any Degree with computer knowledge and at least 5 years of administrative experience in educational Institutions.

Age : Upper age limit is 60 years.

Preferable : Knowledge in Hindi; Residents of Delhi.

Salary : Consolidated salary of Rs.40,000/- per month.

Job responsibilities:

- i) Co-ordinate all the activities related to GRI Centre, New Delhi.
- ii) Implementation of Technical Programmes, including arranging Guest Lectures with academic experts
- iii) Contact various foreign Embassies for foreign students admission, with the approval of the authorities of Gandhigram Rural Institute.
- iv) Organise training classes for students of schools and colleges on Gandhian ideologies and Rural Development at regular intervals.
- v) Networking with Gandhian Institutions at the Capital.
- vi) Arranging meetings with corporate sectors for CSR funding.
- vii) Letting out Conference / Seminar Halls and class-rooms for official meetings of Public Sector undertakings at the rate fixed by the Gandhigram Rural Institute.
- viii) Daily correspondence on the activities of the GRI Centre and reporting to the Registrar, Gandhigram Rural Institute.

### 2. Secretarial Assistant :

Educational & Other qualifications :

- i) Bachelor's Degree in Arts / Science / Commerce or equivalent from a recognized University.
- ii) Typewriting in English / Hindi – Speed in English – 35 w.p.m. / Hindi – 30 w.p.m.
- iii) Working knowledge in Computers.
- iv) Candidates with PGDCA / BCA / DCA qualification is desirable.

Age : Upper age limit is 55 years.

Preferable : Knowledge in Hindi; Residents of Delhi.

Salary : Consolidated salary of Rs.25,000/- per month.

Job responsibilities:

- i) Maintenance of systems, computer peripherals, printer, UPS, etc.
- ii) Maintain Reception Register
- iii) Assist the Administrative Manager in organizing the meetings and lecture classes.
- iv) Maintenance of receipt and distribution of library books required by the college and University students from GRI.
- v) Maintenance of Permanent and Consumable Stock Registers for GRI Centre, New Delhi.
- vi) Maintenance of Accounts for the Receipts and Payment transactions through Bank Account.

### 3. Multi-Tasking Staff :

Educational Qualification : 10<sup>th</sup> / ITI Pass from any State / Central Board with at least two years experience.

Age : Upper age limit is 50 years.

Preferable : Knowledge in Hindi; Residents of Delhi.

Salary : Consolidated salary of Rs.18,000/- per month.

#### Job Responsibilities:

- i) Cleaning and Maintenance of GRI Centre, premises
- ii) Attend to the works assigned by the Administrative Manager.