



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

Rajendranagar, Hyderabad 500030

Advt. No. 29/2019

F. No.: CSR,PPP&PA/Recruitment/Office Attendant

WALK IN INTERVIEW

Recruitment of **Office Attendant** through **Walk-in Interview**

Name of the Post	Office Attendant (Purely on Contract Basis)
No. of posts	One (01)
Period of Contract	One year (Further extendable based on performance)
Age Eligibility	20 to 30 years
Remuneration	Rs.12,000/- Per month (Consolidated)
Minimum Qualifications	1. Intermediate pass 2. Should be able to read and write English
Minimum Experience	2 to 3 years of experience in any office care and maintenance
Roles & Responsibilities	Maintaining files, photocopying, letter despatch, cleanliness in office, Hospitality to visitors, supports in training works and any other messenger / attendant duties.
Mode of Selection	Walk-in Interview
Date of Interview	14 th October 2019

General Conditions:

- i) The offered assignment is purely on temporary basis and does not envisage any kind of regular appointment in NIRD&PR in future.
- ii) Canvassing in any form will be treated as disqualification.
- iii) The Institute reserves the right to relax any of the requirements i.e. age, educational qualifications, experience etc. in exceptional cases

Interested candidates may attend **Walk-in-Interview** on **14.10.2019** along with a copy of their bio-data at the time of interview, at **Vikas Auditorium, National Institute of Rural Development & Panchayati Raj, Rajendranagar, Hyderabad-500030**. To register their candidature, they may also carry a recent photograph, original and photocopies of relevant documents

They are required to be present at **9.30 AM on 14.10.2019** for registration of their candidature. Walk in Interview starts at 11.00 AM.

Candidates reporting after 11.00 AM or not having credentials or eligibility, will not be considered.

Assistant Registrar I/C