



मौलाना आज़ाद राष्ट्रीय कौशल अकादमी (मानस)

(अल्पसंख्यक कार्य मंत्रालय भारत सरकार के तत्वाधान में)

Maulana Azad National Academy For Skills (MANAS)

(Under the aegis of Ministry of Minority Affairs, Government of India)

URGENT/IMMEDIATE

No.MANAS/Appointment/A.A./2017-18/1/525
7th July, 2017

Shri Mujeeb Hashmi,
Section Officer,
Maulana Azad Education Foundation,
Chelmsford Road,
NEW DELHI – 11 00 55.

Subject : Recruitment of Accounts Assistant in MANAS on Contract Basis – reg.

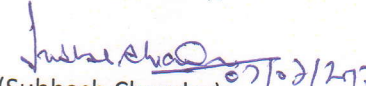
Sir,

MANAS requires full-time services of an Accounts Assistant as per the details in the enclosed Notice for recruitment on Contract Basis initially for a period of six months. The applications are invited on the e-mail of the Director, MANAS latest by Friday, the 14th July, 2017.

With the directions of the competent authority, you are requested to place a copy of the enclosed Notice for Recruitment on the Notice Board as well as uploading the same on the Website of the Ministry of Minority Affairs.

Thanking you,

Yours sincerely,


(Subhash Chander) 07/07/2017

- Encl.: (i) Approval of the Competent Authority
(ii) Copy of the Notice of Recruitment

चेम्सफोर्ड रोड, नई दिल्ली रेलवे आरक्षण केन्द्र के सामने, नई दिल्ली-110055

फोन: 011-23586443, 23586447

Maulana Azad Bhawan, Chelmsford Road, Opposite New Delhi Railway Station, New Delhi - 110055

Ph.: 011-23586443, 23586447

Maulana Azad National Academy for Skills (MANAS)

Notice - 01/2017-18

Maulana Azad Campus,
Chelmsford Road, New Delhi - 110055.

Date - 6st July, 2017

Requirement of Accounts Assistant

Applications are invited for the post of Accounts Assistant (on contractual basis) to assist the finance division, MANAS for documentation and record keeping of accounts section of MANAS.

Eligibility Criteria:

Essential Qualifications & Experience	Graduate in Commerce with one year experience in similar field.
Desirable	B.Com. with working knowledge of computer application.

Interested candidates may submit their updated resume on the email of the Director, MANAS: dir-manas@nic.in latest by 14.07.2017. The selection will be made on the basis of interview to be conducted in the office of MANAS. No TA/DA will be paid for attending the interview. The date of interview will be communicated by email to eligible candidates. The selected candidate would be engaged full time for a period of 6 months initially on contractual basis. The professional fee for this purpose is negotiable.

Sd/-
(Director, MANAS)