



Navyug Navachar Foundation

(A Section 8 Company of Institute of Engineering & Technology, Lucknow)
Incubation Center, 3rd Floor, New Mechanical & Chemical Building, IET Lucknow,
Sitapur Road, Lucknow-226021, UP, India

Ref. No.: IET/IC/2023/092

Date: 10-11-2023

ADVERTISEMENT FOR THE POST OF PROFESSIONAL ASSISTANT AND SUPPORT STAFF FOR NAVYUG NAVACHAR FOUNDATION

Applications are invited for the post of one Professional Assistant (1 No.) and one Support Staff (1 No.) on a purely temporary basis (for six months only, may be extended on the basis of satisfactory performance and availability of funds) in Navyug Navachar Foundation (a Section 8 Company of Institute of Engineering and Technology, Lucknow, U.P, India). Interested applicants need to e-mail their duly filled application form, scanned documents pertaining to educational qualifications, age proof, essential qualifications as a single PDF file with e-mail subject marked as "Application for Professional Assistant and Support Staff for Navyug Navachar Foundation" to (nnf@ietlucknow.ac.in) latest by 25/11/2023.

Qualification and Eligibility

1. Professional Assistant:

Roles & Responsibilities

- I. Provide administrative support to higher-level officials and assist in managing office operations. This may include tasks such as file management, record keeping, drafting official correspondence, and maintaining databases.
- II. They may be responsible for data entry, document verification, and maintaining various records and registers within their department.
- III. To handle routine clerical tasks, such as sorting and distributing mail, answering phone calls, responding to basic inquiries, and maintaining office supplies

Desired Candidate Profile

- I. Graduation in any stream
- II. Basic content writing skill
- III. Must have knowledge of basic digital designing/ graphic designing tool like Photoshop/ Coral draw/ Illustrator etc.
- IV. Proficiency in Microsoft PowerPoint, Word, and Excel

Emolument

- I. Consolidated Rs. 25,000/- per month.

2. Support Staff

Roles & Responsibilities

- I. Provide administrative support to higher-level officials
- II. Office Management
- III. Basic Computer hardware management
- IV. Dispatch and entry of files and letters

Desired Candidate Profile

- I. Intermediate with basic computer hardware knowledge
- II. Presentable and good interaction skill

Emolument

- I. Consolidated Rs. 15,000/- per month.

Terms and Conditions:

1. The above position is purely temporary basis, for six months only and may be extended on the basis of satisfactory performance and availability of funds.
2. The appointment can be terminated with one-month prior notice given by the NNF. Similarly, candidate can also give prior notice of one month before leaving the job or has to deposit one-month's emolument.
3. Candidates are required to appear for the interview with a copy of the application form, two passport size photos, curriculum vitae, testimonials and all relevant original certificates with one set of self-attested photocopies of the testimonials.
4. No TA/DA is permissible for appearing in interview.
5. Mere, possessing the prescribed qualification or meeting minimum eligibility criteria does not ensure that the candidate would be called for Interview. The Candidates will be shortlisted on the basis of merit, relevant experience and need of the project. Short-listing criteria may be higher than the minimum eligibility.
6. Selected candidates will not be permitted to claim for any regular/part time appointments in this institute or any other institutes during this period.
7. Canvassing in any form will disqualify the candidature.



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ADVT. R E F . NO..... DATE.....

APPLIED FOR THE POST

Attach Passport
Size Self- Attested
Photograph

NAME OF CANDIDATE (in Block letter):						
FATHER'S NAME :						
DOB :						
AGE AS ON CLOSING DATE OF THE APPLICATION (Attach proof):						
CATEGORY						
ID NO. OF ANY GOVERNMENT ISSUED ID CARD : (Attach copy)						
CORRESPONDING ADDRESS:						
CONTACT NUMBER & E-MAILID						
QUALIFICATION: *(ATTACH CERTIFICATES ALSO)	Sl. No	Name of the Examination	Board / University	% of Marks	Year	Division
	1	10th				
	2	12th				
	3	Graduation				
	4	Any Other				
WORK EXPERIENCE (IN DETAIL): (Attach Certificate(s) also)						
Any other relevant information :						

***Please enclose relevant self-attested certificates. (Need to carry the originals along with self attested copies during interview)**

UNDERTAKING

I understand that it is on purely temporary basis for the Navyug Navachar Foundation. I declare that the above particulars are correct to the best of my knowledge and belief. I understand that action can be taken against me if these are found to be incorrect.

Place:

Date:

SIGNATURE OF THE CANDIDATE