

**Advt 3-2011**

## **WALK-IN INTERVIEW**

Date: 25/08/2011 Time: 10 AM at MGIRI, Wardha

Persons are needed to serve as:

- Office In Charge
- Care Taker
- Computer Operator
- Accounts Assistant
- Training Manager

Details of qualification / Job recruitments are available in the Website [www.mgiri.org](http://www.mgiri.org)

**Mahatma Gandhi Institute for Rural Industrialization**

(A National Institute under the Min of MSME)

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## Interview Date-25/8/2011 Time- 10:00AM at MGIRI Wardha

Name of the temporary Post	Qualification & Experience	Roles & Responsibility
<b>Office Incharge</b>	Any Graduate (MBA will be preferred) with at least 5 years experience	Office Manager would be incharge of all Office Administrative Activities, and all central office functions like establishment, Service record maintenance, Liaisoning with Govt. Agencies, day to day correspondence, , file management and follow-ups Meeting arrangements, Insurance, networking with other Institutions / NGOs etc and also other duties as assigned by Director from time to time.
<b>Care Taker</b>	Any Graduate with at least 5 years experience	Care Taker would be incharge of Maintenance of Campus, Library, Hostels, canteen, transport etc. He will also responsible for time keeping, Security, Outsourcing, Gardening, & related labor management; also other duties as assigned by Office Incharge / Director from time to time.
<b>Computer Operator</b>	Any graduate Typing speed in English 40 w.p.m. Typing speed in Hindi 30 w.p.m. Knowledge of MS-Office	Duties as assigned by Office Incharge / Director from time to time
<b>Account Assistant</b>	B.Com knowledge of ERP/Tally 9.0 with 2 yrs experience in Accounting	Excel based account management; projects accounts and bills; other duties as assigned by Finance Incharge / Director from time to time
<b>Training Manager</b>	Any Graduate with deep experience in training organization	Training plan, liaison with agencies, logistics of training, documentation, accounts; other duties as assigned by Office Incharge / Director from time to time

### **Common information:**

- i.** The above posts are purely temporary.
- ii.** Salary depending on experience and skills.
- iii.** Need to join immediately.
- iv.** Living in or near the campus is absolutely essential to suit any duty time.
- iv.** The engagement will be through the medium of an outsourcing agency approved by MGIRI.
- v.** The candidate engaged will have no claim on future posts on account of the current engagement.