



**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND
MANAGEMENT**

Plot No. 97, Sector- 56, HSIIDC Estate, Kundli - 131028, Distt.- Sonapat, (Haryana), India, Phone No. 130-2281020/85

Vacancy Notice (Outsourced)

Ref. No.:- N/HR&/H/2020/32

Date: 03-12-2020

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) requires efficient, experienced and competent personnel for the following post; selected candidate will be deployed through empanelled agency on outsourced basis.

S. No.	Post	No. of Post	Qualification & Experience,	Monthly Remuneration)
1.	Receptionist (Outsource)	01	<u>Essential Qualification & Experience :-</u> 1. Graduate from a recognized University. 2. Knowledge of Computer application and 2 years experience of working in a reputed organization. 3. Good communication skills in Hindi/ English to interact with visitors. <u>Desirable:-</u> 1. Certificate of Training of operating the PBX or PABX Board. Maximum Age: 35 Years (as on closing date of submission of application i.e. 21.12.2020) as per NIFTEM rules.	Equivalent to an office Assistant of Rs. 20,300 per month (<i>minimum wages variable dearness allowance (VDA) rates applicable as per the order issued by Govt. of India</i>).
2.	Jr. Assistant (Outsource)	01	1. Graduated in any discipline from a recognized University with 2. One year of experience or fresher may also be encouraged to apply. 3. At least 06 months diploma certificate in computer having basic knowledge of Computer Applications to work in computer based environment. 4. Monthly remuneration equivalent to Rs. 18,090/- (<i>minimum wages variable dearness allowance (VDA) rates applicable as per the order issued by Govt. of India</i>) 5. Maximum Age: 30 years (as on closing date of submission of application i.e. 21.12.2020) as per NIFTEM rules.	Equivalent to Rs. 18,090/- (<i>minimum wages variable dearness allowance (VDA) rates applicable as per the order issued by Govt. of India</i>).

For application format, please visit our website http://www.niftem.ac.in/site/Current_Opening.aspx
Applications must reach the office of Assistant Registrar (Pers.), NIFTEM at the above mentioned address on or before 21/12/2020 upto 5:00 PM.

**Assistant Registrar
(Pers.)**