



JOB DESCRIPTION

Hiring of Consultants for State Mission Management Unit, UMEED Scheme

I. JOB DETAILS

Job Title	Office Assistant		
No. Of Vacancy	03	Upper age limit	45 Years as on date of notification
Remuneration	Rs. 20000 *per month		
Job Location	Jammu / Srinagar (Full Time Work from Office)		
About Client	The Department of Rural Development and Panchayati Raj is responsible for implementing Poverty Alleviation Programmes and other Socio-Economic developmental schemes for rural upliftment and for strengthening institutions of local self-government i.e. Panchayats. The objective of Rural Development is to provide responsive, accountable, Transparent and people friendly administration.		
Contractual Status	Initially for the period of one (1) year		
Level Reporting	SMMU		
Job Roles & Responsibility	<ol style="list-style-type: none">1. Perform day to day office duties using basic office equipment's.2. Maintain filing and storage systems in the office3. Schedule travel arrangements for deputed staff, when applicable4. Direct the clients /vendors them to appropriate sections/offices5. Maintain office supply inventory.6. Retrieve files and documents when requested7. Assist officers/officials.8. Maintain various office registries.9. Create, edit, and update spreadsheets		
Mandatory Educational Qualification	<ol style="list-style-type: none">(i) Graduation from any recognized university having minimum speed of 65 and 35 words per minute in shorthand and type writing, respectively.(ii) Six months certificate course in Computer application from a recognized institute.		
Mandatory Experience Requirement	2 years relevant experience		