



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

Plot No. 97, Sector- 56, HSIIDC Estate, Kundli - 131028, Distt.- Sonapat,  
(Haryana),

**Notice**

**Ref. No.:- N/HR&/H/2021/15**

**Date: 27-01-2021**

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND  
MANAGEMENT (NIFTEM) requires efficient, experienced and competent personnel  
for the following post, to be deployed through outsource basis.

<b>S. No</b>	<b>Post</b>	<b>No. of Post</b>	<b>Qualification &amp; Experience,</b>	<b>Monthly Remuneration (Minimum wages variable dearness allowance (VDA) rates applicable as per the order issued by Govt. of India)</b>
<b>1.</b>	<b>Office Assistant- Accounts on (Outsource)</b>	<b>01</b>	<b>Essential:</b> Essential Qualification & Experience: 1. Graduate with minimum 50% or more marks or Post Graduate with minimum 50% or more marks recognized university in any discipline with working knowledge of computers. 2. Minimum 2 years of experience in Central or State Universities / similar other institutions/Government Department/PSU/Autonomous bodies. Note: 1. Candidates should possess an aptitude for drafting/noting in English and office procedure in a Computerized environment. Candidates are expected to handle one or more functions related to Registry office of University/Admission/Educational Administration/ Examinations/General Administration/ House Keeping/ Establishment/HR/Legal/Purchase/A ccounts & Finance/ Project management/Public Relations. . <b>Age:</b> 35 Years Maximum.	<b>Rs.20,300/-</b>

2.	<b>Multi Tasking Staff on (Outsource)</b>	<b>01</b>	<b>Essential:</b> Educational qualification and experience - Matriculation/10th Pass Desirable- Experience of working in University/College. Knowledge of photocopier machine operations/telephone attending etc. A minimum of three years of experience in driving in recognized organization/Institute with valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicles (Goods & Passenger). <b>Age:</b> 30 Years Maximum.	<b>Rs.12,300/-</b>
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For application format, please visit our website [www.niftem.ac.in](http://www.niftem.ac.in)  
**Applications must reach the office of Assistant Registrar (Pers.), NIFTEM at the above mentioned address on or before 01/02/2021 upto 5:00 PM.**

**Assistant Registrar (Pers.)**