

Advertisement for various position in an Outsource Agency

Outsource: HR/2025/02

Date: 06.02.2025

The Outsource Agency invites applications to fill the following position to work at PMU, NIFTEM, Kundli, on an outsourced basis:-

Multi-Tasking Staff (MTS) (01 Position)	Essential Qualification	Essential: Educational qualification and experience - Matriculation/10th Pass
	Experience	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).
	Monthly remuneration	Rs. 15,780/- (Unskilled Category)
	Age Limit	Preferably less than 30 years

General Instructions:

- (i) Candidates should carefully read the advertisement for the minimum essential qualifications, age and eligibility, experience criteria etc.
- (ii) This is purely a temporary engagement, initially for 06 months (based on requirement). Selection does not entitle to any claim whatsoever regularization against any regular post or any vacancy arising in future in this or any cadre/ post based on this service at the client organization, this is, NIFTEM, Kundli.
- (iii) The Outsource Agency will depute the selected candidate at NIFTEM, Kundli, on an outsourced basis.
- (iv) Only shortlisted candidates shall be called for Trade or Skill Test/ Interaction evaluation. Mere qualification may not ensure short-listing, and the institute may apply higher than minimum cut-off criteria to ensure a reasonable number of candidates. Shortlisted candidates will be informed by phone or e-mail only.
- (v) The candidate must bring all the original documents for verification during the Trade or Skill Test/ Interaction. No TA/DA will be paid to attend the interview.

Application Submission:

- (i) Candidates are required to apply by 14.02.2024. The complete application – (i) Application Form, (ii) Supporting documents must be sent to the email address recruitmentniftem@gmail.com . Incomplete applications shall be summarily rejected.
- (ii) For applications form and other details, please visit <https://www.niftem.ac.in> on behalf of the outsourced Agency for wider reach.