

Job Title- Consultant- Establishment

Applications are invited from the interested candidates with requisite qualification and experience for the position of Consultant Establishment

This is a part/ full time position for a period of 1 year

Approximate starting Date: December 15, 2014

Monthly remuneration- Rs. 30, 000/- to Rs. 35, 000/- (consolidated); taxable

Job Description:

- The Consultant will assist the Director, MAKAIAS and her office & the office of the Chairman, MAKAIAS in day to day personnel, administration and coordination work of the Institute under the direct supervision of the Director.
- Will deal with staff matters and compile draft letters for the Director, MAKAIAS and also Chairman, MAKAIAS
- To compose Ministerial, administrative and formal correspondence and drafts and liaison with the Ministry
- To communicate and conduct meetings with CPWD and other agencies related to the Institute and report to the Director, MAKAIAS.
- To follow up the resolution of the Academic Committee, Finance Committee and Executive Council meetings and make proposals accordingly.
- Any other work as and when assigned by the Director, MAKAIAS.

Minimum Experience & Skill

- A Bachelors degree from any recognized University.
- Good command over spoken and written English and e knowledge and typing.
- Experience of working in Government, Semi- Government, Autonomous organization of Government of India in a Senior position (Administrative). Retired Central or State Government officer having the requisite qualifications may apply.
- Knowledge of GOI Financial and administration will be preferred.
- Knowledge of MS Office is mandatory. Knowledge in HR and corporate communication is desirable.
- Age up to 65 years

Application with complete bio data along with a CV should reach by 5 December 2014 by emails (info@makaias.gov.in) or in sealed envelope for the position of Consultant Establishment.

DIRECTOR
MAKAIAS

The Director reserves the right to accept or reject any of the applications without showing reason to anybody. The decision of the Selection Committee will be final.