

**Pondicherry University
Puducherry-605014**

UNESCO Madanjeet Singh Institute of South Asia Regional Cooperation (UMISARC)

Advertisement

Application are invited from eligible candidates for **one** (01) post of Personal Assistant (PA) to Director, UMISARC, Pondicherry University on contract basis on a consolidated monthly salary of Rs. 12,000/- for an initial period of 1 year, which may be extended subject to requirement, satisfactory performance and availability of fund. Qualifications are mentioned below:

Essential

1. Graduate from a recognized university with 50% marks.
2. Proficiency in English language both speaking and writing.
3. Shorthand speed to 100 words per minute and typing speed of 40 words per minute in English through computer.
4. A good work experience for a period of 3-5 years in autonomous body / university / research institution / PSU / reputed corporate office.
5. Good Knowledge of handling office automation equipment and software Packages like MS Office, Adobe page maker and other tools used for text editing and e-publishing.
6. Certificate / Diploma in Computer Application from a recognized institute.

Desirable

1. Diploma in Office management and Secretarial Practice.

Application particulars

Eligible candidates should apply on plain paper mentioning: (1) Name; (2) Father's Name; (3) Address with e-mail and telephone number; (4) Date of Birth; (5) Academic Qualifications (with percentage of marks obtained, years of passing and name of institution); (6) Social Category; (7) Work Experience; (8) Name and Address of two Referees. They should affix a recent passport size photograph on the top of the application and signature with date at the bottom. Duly attested photo copies of mark sheets and certificates, etc., should also be enclosed.

- (i) Incomplete application will be summarily rejected. The decision of the Selection Committee shall be final. Canvassing in any form will be treated as disqualification. Mere eligibility will not guarantee selection. The complete application must reach to the address mentioned below, latest by **December 30, 2011**. Short listed applicants will be invited for interview at Pondicherry University. No TA/DA is admissible for attending the interview.

Prof. N.K. Jha,
Director,
UNESCO Madanjeet Singh Institute of South Asia Regional Cooperation,
Pondicherry University, Puducherry- 605014