

Administrative Positions :

• **Computer Operator**

Eligibility Criteria :

Diploma / Degree in Computer Science / Computer Application or its equivalent qualification preferably with two years relevant experience.

Salary :

Consolidated monthly salary from Rs. 15,000/- to 20,000/- p.m. depending upon qualification and experience.

• **Assistant**

Eligibility Criteria :

Candidate should be a Graduate. Two years relevant experience in Educational Institute OR any Professional Organization.

Salary :

Consolidated monthly salary from Rs. 12,000/- to 20,000/- p.m. depending upon qualification and experience.

• **Office Superintendent**

Eligibility Criteria :

Graduate in any discipline with minimum eight years experience, out of which, minimum five years in supervisory post in administration/accounts/purchase alongwith knowledge of computer.

Salary :

Pay level-6, Entry Pay Rs. 35400/- in the 7th Pay matrix.

• **Telephone Operator cum Receptionist**

Eligibility Criteria :

Candidate should be Graduate in any discipline and two years relevant experience with computer knowledge is desirable. Preference will be given to the candidate having good communication skill in English, Gujarati and Hindi.

Salary :

Initial remuneration will be Rs. 12000/- per month for the first year. Free transport facility is available for the staff members. Remuneration will be reviewed after completion of one year.

Interested and eligible candidates may submit their applications online only through the link www.nirmauni.ac.in/visitors/careers within 15 days from the date of publication.