

Maharashtra Remote Sensing Application Centre, Nagpur

Empanelment of Consultant as Office Assistant

Advt. No. MRSAC-Consult.-O.A./02/2021-22

Online applications are invited for empanelment of one Consultant as Office Assistant purely on contract basis. The initial engagement will be for a period of six months and further the services may be extended if required on six monthly basis and depending upon performance.

The eligibility criteria, age, remuneration and other terms and conditions etc. for the position are given below:

Eligibility Criteria:- B.Com or BCCA, MS-CIT, English Stenography 80 w.p.m., Typing English & Marathi 40 w.p.m. with 2 years' experience of administrative work.

Age Limit : 30 years

Remuneration : **Rs. 21,000/- p.m. (fixed)**. The deductions towards Professional Tax and TDS as per rules. No other allowance, whatsoever, shall be payable to him/her.

The empanelled person on contract basis shall be entitled for 08 days casual leave during contract of one year and no leave of any other kind will be admissible. In case of availing leave beyond this limit, his/her remuneration shall be deducted on pro rata basis.

The empanelled person on contract basis shall observe office hours as per the norms of MRSAC. Further he/she shall devote his whole time to his duties during the period of contract and shall not accept any others appointment/ engagement, paid or otherwise and shall not engage himself/ herself in private practice of any kind during the period of contract.

Empanelment of person shall purely be contractual basis and he/she shall have not right against the position whatsoever and shall not be entitled to any other benefit except fixed remuneration as mentioned above

The services of empanelled person shall be discontinued by giving one month's notice from either side at any time.

The empanelled person to be empanelled shall have to execute an agreement with MRSAC in the prescribed format.

Before online applying, candidates are required to register themselves on MRSAC website : www.mrsac.gov.in.

Applicant must have to fill the application proforma online and submit the online application on or before **29th July 2021**. Incomplete application will be rejected straight away.

The Director, MRSAC reserves the right to amend or cancel the advertisement or entire process of empanelment.

Director
MRSAC, Nagpur