

**TERMS OF REFERENCE FOR THE POST OF**  
**CLERICAL STAFF, NAR**

**1. OBJECTIVES OF THE ASSIGNMENT:**

A clerical staff will be responsible for undertaking all related office works.

**2. SCOPE OF WORK:**

- I. Responsible for safe, clean and tidy maintenance of office.
- II. Maintenance of all documents, files, petty cash, bills and vouchers.
- III. Preparation of monthly reports, financial statements, Bank and other statements.
- IV. Responsible for statutory compliances like TDS, filing returns.
- V. Preparation of trainee participants list, photo prints, etc.
- VI. Any other work entrusted by NAR/MoRD from time to time.

**3. MINIMUM ELIGIBILITY CRITERIA**

- I. Graduate degree in any discipline
- II. 2 years of office management experience
- III. Working knowledge of Computers.

**4. MAXIMUM AGE LIMIT**

Minimum 21 years. Age of candidate should not be more than 30 years as on closing day of application. Relaxation in upper age: Three years relaxation to OBC Candidates and five years relaxation for SC/ST Candidates.

**5. REMUNERATION:**

Consolidated remuneration for this position will be Rs 28,000/- (Rupees Twenty-Eight Thousand only) per month.

**6. TERM & LOCATION:**

The term of contract shall be initially for one year which may be extended on mutual agreement up to a maximum age of 65 years. The clerical staff shall be based in Bangalore.

**7. REPORTING**

The Clerical staff shall report to Director or to any other person assigned by the Director General, NAR.

**8. GENERAL CONDITIONS:**

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NAR in future.
- In case of large number of applications, the NAR may shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as a disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The NAR reserves the right to relax any of the requirements i.e., age, educational qualification, experience etc., in exceptional cases.

**CLICK HERE TO APPLY**

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