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 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 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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