

(ADVERTISEMENT) VACANCY**REQUIREMENT OF OF AD-HOC BASIS/CONTRACTUAL BASIS EMPLOYEES IN GARUD URC, BAREILLY CANTT**

1- Garud URC Invites applications from eligible candidates for the following post on Ad-hoc basis/ Contractual basis:-

| SN | Post/ Appt | No of Vacancies | Qualification | Experience | Age | Work Requirements |
|-----|---------------------------|-----------------|-----------------------------------|--------------|--------------|--|
| (a) | Acct Clk | 01 | B.Com with Computer Knowledge | 05 to 10 yrs | Up to 35 yrs | He/she will be reqd to maintain accts, close accts, documents, processing of proc cases Viz accounting, auditing and related correspondence etc. |
| (b) | Office Clk | 01 | Graduate with computer knowledge | 03 to 05 yrs | Up to 35 yrs | He/she will be reqd to maintain customer's smart card. Monthly stock taking board, Invoice data entry for stock and maintain documents and typing letter including working in server for prep of demand. |
| (c) | Electrician | 01 | 12 with ITI/GTI | 02 to 05 yrs | Up to 30 yrs | (i) Checking of all electrical connection, CCTV camera, AC's, Cooler, refrigerator and equipment on daily basis. (ii) Maintenance all electrical fittings & Gen set. (iii) Maintenance of CCTV Camera's. (iv) Adequate all electrical points experience with maintaining AC's, coolers, refrigerator and checking the functioning of fire alarm points will be preferable. (v) AC's to be handled. |
| (d) | Sales Att cum billing clk | 09 | 12 th pass and Computer knowledge | - | Up to 35 yrs | (i) Typing of 30 words per minute. (ii) Display of items/stocks properly on the shelves of the retail outlet. (iii) Should be able to work on billing counter. |
| (e) | MTS | 01 | 10 Pass | - | Up to 30 yrs | Cleaning/Dusting of office/URC complex and also to work for multi task. |

2. Salary - As per URC Management Committee.

3. Process to Apply - Application a/w Resume/CV and relevant documents as per eligibility criteria should be submitted to Garud URC, Behind Natraj Cinema Hall, Bareilly Cantt before 2359h within 07 days of publication of Advertisement in the local Newspaper, Written test and interview dates will be intimated to eligible candidates through Email/Telephonically. Individual Residing in Bareilly (Preferably in vicinity of URC) will be preferred.

4. Process of Selection - Candidates will have to under go scrutiny in three phases by separate BOO as under:-

4.1 Scrutiny of application as per eligibility criteria.

4.2 Written test.

4.3 Interview.

5. Security Deposit - Selected candidates will deposit 1/3 of their salary for three months as security with Garud URC.

**Officer-in-Charge
Garud URC
Bareilly-243001**