

(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 multitask.

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 undergo 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