

File No. NIFTEM/108/09
National Institute of Food Technology
Entrepreneurship & Management
3rd Floor, AMDA Building, 7/6, Siri institutional Area
August Kranti Marg, New Delhi – 110049

Date: 20.11.09

Sub: Positions required for Short Term Contract Appointments in NIFTEM.

The Ministry of Food Processing Industries, Government of India is setting up the National Institute of Food Technology, Entrepreneurship & Management (NIFTEM) in Kundli, Haryana. NIFTEM has been designed to be a prime institution in the country in the area of food technology, entrepreneurship and management. It would offer courses; training and R&D programs of global standards. NIFTEM would also focus on providing comprehensive information to stakeholders in the food sector and provide investment service to enable entrepreneurship to develop competitive business in the food sector.

NIFTEM desires to hire, purely on contract basis, three Executive Assistants for HR, Accounts and Facility Planning for a Period of one year or till such time the regular staff is recruited, whichever is earlier, from prominent Universities, Technical Institutions and Management Institutions. The details of the job responsibilities, qualification & experience and remuneration being offered are enclosed.

The details of remunerations, job description, qualification and experience for each position is given below.

Applications are invited from retired/serving faculties possessing requisite qualifications and experience for consideration. Applications/ curriculum vitae should reach to Sh. Sudhir Kumar, OSD, NIFTEM, 3rd Floor, AMDA Building, 7/6, Siri Institutional Area, August Kranti Marg, New Delhi – 110049 within 10 days, of the publication of advertisement in Newspapers.

1. **Name of the Post** : Executive Assistant (Finance & Accounts)

2. **Number of Posts** : 1

3. **Remuneration** : Rs. 25,000 - 30,000/- lump sum

4. **Job Description** : The incumbents will assist Manager (Accounts) in managing internal and external accounts in NIFTEM across depts. and external agencies.

5. **Qualification & Experience:** Incumbent should have a bachelor degree in commerce with 2-3 years of experience in managing accounts across various departments in a large organization.

The incumbent should have proficiency in computer, MS- office etc.

6. **Source** : Persons from Universities, Technical Institutions Management Institutions.

Note: The present engagement is purely on a short term contract basis which can be terminated by either party without assigning any reason. The short term contract will not confer any right on the contractor for regular appointment in any capacity whatsoever. Whenever selection is made for a regular post of Executive Assistant (HR) or an equivalent position, he will have to apply as a fresh candidate and go through the prescribed selection process along with other candidates.