

UNIVERSITY OF MYSORE
University with Potential for Excellence (UPE)
Focus Area -II
Vijnyan Bhavan
Manasagangothri, Mysore – 570 006
NOTIFICATION

Applications are invited for the temporary appointment of **One Secretarial Assistant** to the Coordinator, UGC UPE Focus Area –II.

Essential Qualifications:

- SSLC with Three Year Diploma in Secretarial or Commercial Practice from Recognized Institutions affiliated to Government.
- Computer Knowledge of MS office. Excel, Tally and HTML
- Good language proficiency in Kannada and English
- Senior Typing in Kannada and English

Only those candidates who fulfill above qualifications need to apply. The appointment is purely temporary for one year or till the end of the project whichever is early. The consolidated salary is Rs..8000/- p.m.

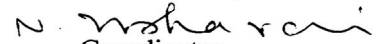
Note: Applications should be sent to: **Coordinator, UGC-UPE, Focus Area-II, Vijnyan Bhavan, University of Mysore, Manasagangothri, Mysore – 570 006.**

Last date for the receipt of applications is **28/03/2015.**

Visit Mysore University website for more information: <http://www.uni-mysore.ac.in>

Coordinator
Prof.N.Usha Rani

Yours faithfully



Coordinator
Professor & Coordinator
UGC/UPE-FA-II
Vijnana Bhavan,
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Manasagangothri,
University of Mysore,
Mysore