



**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND  
MANAGEMENT**

Plot No. 97, Sector- 56, HSIIDC Estate, Kundli - 131028, Distt.- Sonapat, (Haryana), India, Phone No. 130-2281020/85

**Vacancy Notice (Outsourced)**

**Ref. No.:- N/HR&/H/2020/32**

**Date: 03-12-2020**

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM) requires efficient, experienced and competent personnel for the following post; selected candidate will be deployed through empanelled agency on outsourced basis.

<b>S. No.</b>	<b>Post</b>	<b>No. of Post</b>	<b>Qualification &amp; Experience,</b>	<b>Monthly Remuneration)</b>
<b>1.</b>	<b>Receptionist (Outsource)</b>	<b>01</b>	<b><u>Essential Qualification &amp; Experience :-</u></b> 1. Graduate from a recognized University. 2. Knowledge of Computer application and 2 years experience of working in a reputed organization. 3. Good communication skills in Hindi/ English to interact with visitors. <b><u>Desirable:-</u></b> 1. Certificate of Training of operating the PBX or PABX Board. <b>Maximum Age:</b> 35 Years (as on closing date of submission of application i.e. <b>21.12.2020</b> ) as per NIFTEM rules.	Equivalent to an office Assistant of <b>Rs. 20,300 per month</b> ( <i>minimum wages variable dearness allowance (VDA) rates applicable as per the order issued by Govt. of India</i> ).
<b>2.</b>	<b>Jr. Assistant (Outsource)</b>	<b>01</b>	1. Graduated in any discipline from a recognized University with 2. One year of experience or fresher may also be encouraged to apply. 3. At least 06 months diploma certificate in computer having basic knowledge of Computer Applications to work in computer based environment. 4. Monthly remuneration equivalent to <b>Rs. 18,090/-</b> ( <i>minimum wages variable dearness allowance (VDA) rates applicable as per the order issued by Govt. of India</i> ) 5. Maximum Age: 30 years (as on closing date of submission of application i.e. <b>21.12.2020</b> ) as per NIFTEM rules.	Equivalent to <b>Rs. 18,090/-</b> ( <i>minimum wages variable dearness allowance (VDA) rates applicable as per the order issued by Govt. of India</i> ).

For application format, please visit our website [http://www.niftem.ac.in/site/Current\\_Opening.aspx](http://www.niftem.ac.in/site/Current_Opening.aspx)  
**Applications must reach the office of Assistant Registrar (Pers.), NIFTEM at the above mentioned address on or before 21/12/2020 upto 5:00 PM.**

**Assistant Registrar  
(Pers.)**