

WALK IN INTERVIEW

Advt. No. MRSAC-Consultant/06/2023

Applications in the prescribed format are invited from the eligible candidates for empanelment of consultant as Office Assistant purely on contract mode basis for Walk-in-Interview as per following details:

Walk -in-Interview on 21th June, 2023 from 10.00 A.M at MRSAC Nagpur

Name of post & No.	Education Qualification	Experience	Monthly fixed Emoluments (TDS and Professional Tax deduction as per rules)
Office Assistant (01) Position	Graduation in Commerce/ Arts Or BCCA, with MS-CIT With Marathi Typing (Essential) with 80 w.p.m.	Two years in handling Administrative Work	Rs. 21,000/-

Walk -in-Interview on 22th June, 2023 from 10.00 A.M at MRSAC Mumbai Branch

Name of post & No.	Education Qualification	Experience	Monthly fixed Emoluments (TDS and Professional Tax deduction as per rules)
Office Assistant (01)Position	Graduation in Commerce/ Arts Or BCCA, with MS-CIT	Two years in handling Administrative Work	Rs. 21,000 /-

Interested candidates may download the application format and bring the same duly filled-in along with documents to MRSAC, VNIT Campus, South Ambazari Road, Nagpur-440010 and appear for Walk-in-Interview for the position of Office Assistant at MRSAC, Nagpur on **21st June, 2023** and for the position of Office Assistant, appear for Walk-in-Interview at the office of MRSAC at 8th floor , G.T. Hospital Complex , Lokmanya Tilak Marg , Mumbai-440001 on **22nd June, 2023**.

The biodata should be accompanied with photocopies of documents pertaining to educational qualifications and experience. Original documents of above photocopies should be submitted for verification purpose only.

Incomplete application due to any reason will not be accepted .All correspondence regarding empanelment shall be made through email only. Applicants should mention correct email ID in CAPITAL LETTER in the applications and should check their emails regularly.

General Instructions:

- 1. Age limit for all the position is 45 years.**
2. The eligibility with respect to age, educational qualification and experience will be determined as on the date of walk-in-interview.
3. Application will be screened by the Committee, based on the educational qualification and experience. The candidates should, therefore, mention all qualifications/experience etc.
4. The candidates who are already working should submit "No Objection Certificate" from their present employer for attending the interview . Without "No Objection Certificate", interview of such candidates will not be conducted, which may be noted.
5. Mere satisfying eligibility criteria do not entitle candidate to be interviewed/ selected. MRSAC reserves the right to interview only suitable candidate after scrutiny with reference to candidates qualification, experience, suitability, etc.

6. Genuine queries if any, regarding the advertisement may be sent to the E-mail address admin-mrsac@mrsac.gov.in All other communication regarding empanelment will be exchanged on admin-mrsac@mrsac.gov.in
7. The eligible selected candidates will be empaneled as Consultants by executing an agreement (on non-judicial stamp paper of Rs.100/-) and Declaration and Registration by depositing fees of Rs.100/- with MRSAC. The agreement, declaration and registration will be valid for a period of one year.
8. The empaneled Consultant may be issued the work order initially for a period of minimum six months extendable for another six-month depending upon performance or depending upon the tenure of the activities under the project and extension of the tenure of the project.
9. The empaneled candidates may be transferred to any office of MRSAC at Nagpur, Mumbai and Pune if required.
10. Selected candidates shall not claim for regular appointment at MRSAC as the position are coterminous with the project. No TA/DA will be paid for attending the interview.
11. Any updates/addendum/deletion/corrigendum (if any) shall be posted only on MRSAC website, i.e. www.mrsac.gov.in . The candidates therefore should regularly visit MRSAC website.
12. Candidates after 10.30 a.m. will not be allowed.
13. Canvassing in any form will be a disqualification of the candidate.
14. The decision of MRSAC in all respects shall be final and binding.
15. The Director, MRSAC reserve the right to relax educational criteria/experience.

The candidates attending the walk-in-interview must wear mask and follow social distancing norms at MRSAC premises and should follow all other guidelines issued from time to time by the government.

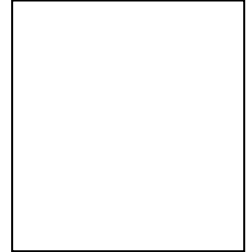
The Director, MRSAC reserves right to accept application amendment or cancellation or withdrawal of the advertisement.

Director,
MRSAC, Nagpur

APPLICATION FORM

MRSAC-Consultant/05/2023

To,
The Director,
Maharashtra Remote Sensing Applications Centre,
VNIT Campus, S.A. Road,
Nagpur-440 010.



**Application for empanelment of Consultant -as Office Assistant
on contract / purely project mode basis at MRSAC, Nagpur / Mumbai**

Full Name :- _____

Address :- _____

District/City:- _____ State:- _____

Pin:- _____ Contact No(L.L):- _____

Email- Id:- _____ (essential) Mobile No :- _____

Date of Birth _____ Age : _____

Education Qualifications:- (Attach necessary Document)

Education	Stream	University/Institute	Year	Division
Professional Qualification				
Post Graduate				
Graduate				
Diploma				
H.S.S.C.				

Work Experience:- (Attach necessary supporting)

Name of institution	Post held	Job description	Duration of job	Monthly remuneration

Special Training acquired (attach necessary documents)

Name of Training	Duration	Name of Institute	Division

Knowledge about Remote Sensing, GIS & AutoCAD:- _____

Membership of prestigious institution:- _____

Academic focus/major strength in relevant field:- _____

Declaration

I hereby declare that information mentioned herein my application is correct and complete to the best of my knowledge and belief and nothing has been concealed or distorted. If at any time, I found to have concealed/ distorted any material information, my empanelment as Consultant will be liable for withdrawal / termination without notice or compensation as per MRSAC terms & conditions.

Date :-

Place :-

Sign:-

Name:-