

**Maulana Azad National Academy for Skills (MANAS)**

**Notice-07/2015-16**

1<sup>st</sup> Floor, Paryavaran Bhawan  
CGO Complex, Lodhi Road,  
New Delhi-110003.  
Date-10/06/2016

**Walk-in- Interview for the post of Desk Assistant/Data Entry Operator**

Maulana Azad National Academy for Skills (MANAS) has been registered under Societies Registration Act 1860, under the aegis of Ministry of Minority Affairs, Govt. Of India for providing an institutional arrangement to meet all Skill Development/ U-gradation needs of the minority communities in the country.

2. MANAS require the services of Desk Assistant/Data Entry Operator for engagement on a temporary and non-official capacity. Candidate should be at least 10 + 2 from recognised Board with proficiency in computer application with a minimum of 1 – 2 years of experience preferably from skill development field. The eligible candidates may come for “**Walk –in- Interview**” to be held from 13/06/2016 onward, during office hours, at Maulana Azad National Academy for Skills (MANAS), 1<sup>st</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. The Selected Candidates are required to join their Duties Immediately

3. The remuneration will be paid as per experience and qualification of the candidate. The candidate having Higher Qualification shall be given preference.

4. Interested candidates may forward their resume on following mentioned email ids or may report to the Director- MANAS in Room No.107, 1<sup>st</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

**Email Ids-**

[Ssarin65@gmail.com](mailto:Ssarin65@gmail.com)

[deepaksaral@gmail.com](mailto:deepaksaral@gmail.com)

[manasnmdfc@gmail.com](mailto:manasnmdfc@gmail.com)