Ref: - **RUSA/80-A/6-AST/18-19**   Date: **16th March, 2019**

NOTIFICATION

Sub: Recruitment of Secretarial assistance under RUSA 2.0 scheme

A walk-in interview for recruitment in the above mentioned scheme for 2 (two) persons to be held on 25th Mach, 2019.

>**Venue:** Ramakrishna Mission Sikshanamandira, Belur Math, Howrah-711 202
>**Time:** 11:00 a.m.

Recruitment in:

1. **Accounts Assistant:**

   Qualification: B. Com., Computer Proficiency, SAP, PFMS, MATRIX, ERP, Builder Management, Tally ERP (Experienced person will be given preference. Prior experience in Government Offices will be given added advantage.)

2. **Database Manager:**

   Qualification: BCA/B. Sc. in (Computer Science) DOT NET, WEB, DATABASE, SQL SERVER, JAVA, ORACLE, Secretarial assistance. (Prior experience in corporate sector / Ramakrishna Mission to be given preference.)

Salary: Rs. 15,000/- per month (Consolidated/ negotiable).

N.B.:

1. Candidates are requested to submit their resume at the time of interview.
2. Photocopies of all testimonials are to be submitted during interview.
3. Original documents to be produced during the interview.

>Sd/-
>**Swami Divyagunananda**
>**Principal**

"Education is the manifestation of the perfection already in man."
- Swami Vivekananda