



**UGC Remedial Coaching for SC/ST/OBC (Non-Creamy Layer)
Minority Students
IoE Academic Writing and Soft Skills Programme
University of Hyderabad**

Ref: UH/DEV/GF/2021/495

Date: 7.09.2021

EMPLOYMENT NOTIFICATION FOR OFFICE ATTENDANT

The UGC Remedial Coaching for SC/ST/OBC (Non-Creamy Layer) Minority Students invites applications from eligible candidates for appointment as **Office Attendant**. The appointment is purely on temporary basis for 6 months.

Position	No. of Posts	Category
Office Attendant	1	OBC

Emoluments: Rs. 17,000/-per month.

Qualifications:

Should have passed SSC examination, with minimum of 2 years of experience working as office attendant. Should be able to read and write English.

Duties and Responsibilities:

Opening office and keeping it clean. Keeping files in orderly and organized way. Delivering/receiving official communication documents between various departments. Making entries of the incoming documents/letters from other official centres/departments. Making sure all the faculty and staff of the IoE Academic Writing and Soft Skills Program the basic needs at their desks and classrooms. Any other duties as assigned by the Coordinator of the UGC Remedial Coaching.

Applications: Eligible candidates may apply sending their CV and scanned copies of relevant documents (marks lists, Community and other certificates) to

**The Coordinator
IOE Academic Writing and Soft Skills Program
UGC Remedial Coaching
Wing-3, Room No-GF-14, Old Life Science Complex
Prof. C R Rao Road, Gachibowli, Hyderabad -500046**

The applications should reach the above address on or before **17th September 2021 (Friday)**. Applications received after the last date of submission will not be considered.

Short listed candidates will be informed of the interview date after screening.

Intimation will be sent via email/phone.

No TA/DA would be paid for attending the interview

Ms. Jyothi Hymavathi Devi
Programme Coordinator