

Job description for Assistant/ Clark- Typist

A. Background :

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD) . The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit (SMMU) has been constituted as a dedicated support structure to deliver the mission in the State.

The MSRLM intends to hire services of Para Professional to extend various administrative support services to the SMMU under MSRLM.

B. Duration :

The mission will be operational for a period of 5-7 years. Thus, persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement. The position is based **at Belapur in Navi Mumbai**.

C. General Terms:

1. The Assistant/ Clark- Typist will be hired on contract basis by MSRLM and work as one of the team members of the SMMU.
2. The service of the Assistant/ Clark- Typist will be hired on a retainer basis and be available full time to the SMMU
3. The Para Professionals/ Clark- Typist shall report to the officer nominated by Chief Executive Officer, MSRLM.

D. Profile of the Assistant/ Clark- Typist

I. Assistant / Clark- Typist (No. of posts -03)

Selection Criteria

- Bachelor degree in any discipline
- Marathi typing 30 WPM and English typing 40 WPM speed
- MS CIT or equivalent course
- At least 1 years work experience of rendering administrative support service in Government office/NGO/ Private company
- Knowledge of MS Office, including Word, Excel, PowerPoint and Outlook

Honorarium:

- Consolidated Rs. 10000/- per month

Technical Knowledge and Skills

- Strong computer skills with proficiency in Microsoft Office and other commonly used software. Access Database skills would be an advantage.
- Good internet skills, including use of e-mail programs and group messaging
- Good organizational skills and record keeping
- Good verbal and written communication skills
- Knowledge of governmental systems and procedures

- Skills in establishing priorities and managing workload

Duties and Responsibilities:

- Take dictation and doing general typing work.
- Maintain tour Diary
- Maintain the general filing system and file all correspondence
- Plan and prepare for meetings, conferences and conference telephone calls
- Any other ancillary function and work that may be assigned by the officer

Note:

- 1) The CEO, MSRLM reserves the right to modify /cancel the recruitment process without assigning reasons, to modify/amend the eligibility criteria and number of positions without prior notice depending on the mission requirement.
