



## CENTRAL INSTITUTE OF INDIAN LANGUAGES

Department of Higher Education, Ministry of Human Resource Development, Govt. of India  
Manasagangotri, Mysore - 570 006, Karnataka

F.No.12-4/2016-17/CIIL/NTS/Vol.3

November 8, 2016

### Recruitment of Project Personnel

Applications are invited from the eligible candidates for filling of following contractual posts in National Testing Services – India, a Central Scheme of MHRD, Central Institute of Indian Languages.

S/ N	Name of the Post	No. of posts	Consolidated Pay (Rs.)
1	Accounts Assistant (Grade 1)	1	24,859
2	Data Entry Operator (Urdu)	1	13,733
<b>Total posts</b>		<b>2</b>	

The engagements will only be upto March 2017 or earlier. The last date to receive the applications complete in all respects is two weeks from the date of its announcement in the CIIL website and date of the circular. **Complete details and application form are available at <http://www.ciil.org>.**

**Director**  
**Central Institute of Indian Languages**

These personnel shall be engaged on **Contractual Basis** with consolidated (fixed) remuneration as indicated above. These positions are sanctioned only for the remaining period of the project (ending on March, 2017) and the incumbent of these positions will not have any claim whatsoever for appointment in any permanent / temporary or contractual position in the Institute after the closure of the Project/Scheme. The initial engagement will be upto March 2017. The educational qualification (s), terms and conditions and the application format are available at CIIL's website: <http://www.ciil.org>. (under ANNOUNCEMENTS –NEW).

The application duly filled in all aspects should reach the office of **“Assistant Director (Admin.) In-charge, Central Institute of Indian Languages (CIIL), Manasagangotri, Hunsur Road, Mysore-570006”** on or before **November 23, 2016**. Applications received after the due date will not be considered. The above posts will be filled in accordance with the reservation policy of the Government of India and the Institute reserves the right to fill/cancel any post(s) if situation demands.

## Qualification and Experience

Scheme	Name of post	No.	Qualification
NTS-I	Accounts Assistant (grade one)	1	<p>i) A Bachelor Degree in Commerce/Economics from a recognized university/Institute</p> <p>ii) Candidates having higher qualification such as MBA/MCom plus qualification mentioned in point (i) will be given preference</p> <p>iii) Good knowledge of official accounts procedures, spreadsheet management, accounting software, etc. is a must.</p> <p>iv) Age 21`- 50 years</p> <p>v) At least 2 years of working experience. Preference will be given to candidates having work experience with rules/norms of State/Central govt. organizations or Schemes.</p>
NTS-I	Data Input Operator	1	<p>i) BA or Equivalent in URDU language/literature/linguistics, etc.</p> <p>ii) Diploma in DTP applications</p> <p>iii) Good Speed in Urdu Typing</p> <p>iv) Minimum 2 years of experience in typing Academic Manuscripts in Urdu with Sate/Central govt. organizations/publications house of repute.</p>

**Assistant Director (Admin)**

**Director**