## CENTRAL INSTITUTE OF INDIAN LANGUAGES

(Department of Higher Education, MHRD, Government of India) Manasagangotri, Hunsur Road, Mysore – 570 006

The Institute intends to avail the services of suitable persons for the following contractual positions for the "Expert Committee on Language for Comprehensive Language Policy for the country".

<b>Project Position</b>	Consolidated remuneration (fixed)	No. of Post
1. Clerical Assistant	Rs. 19820/- per month	One
2. Attender	Rs. 14000/- per month	One

Applications on plain paper are invited from suitable candidates for the abovementioned posts. The posts are purely contractual in nature and the engagement will be for a period of six months. The occupants of these posts would not have any claim whatsoever for appointment in any permanent/temporary or contractual post in the Institute after the contractual period.

The applications along with copies of relevant certificates, mark-sheets etc. may be submitted by ordinary post or in person so as to reach the office of "Assistant Director (Admin.) In-charge, Central Institute of Indian Languages (CIIL), Manasagangotri, Hunsur Road, Mysore - 570 006" on or before 15th May, 2015. For details with regard to qualifications, etc. please visit ANNOUNCEMENTS (NEW) at www.ciil.org.

Asst. Director (Admin.) In-charge Central Institute of Indian Languages

## Educational qualifications, etc. for the contractual posts for the project "Expert Committee on Language for Comprehensive Language Policy"

Name of the temporary contractual post	No. of posts	Monthly consolidated remuneration per month	Qualifications
Office Assistant	1	Rs. 19,820/-	Essential qualifications:  (i)Bachelor Degree from a recognized University/ Institute.  (ii)Knowledge of administrative and clerical procedures including word processing and accounting.  (iii)Proficiency in Hindi and English.  Desirable qualifications:  (i)Good communication and writing skills.  (ii)Experience of working in a reputed organization/institute/company.  Age: maximum 45 years.
Attender	1	Rs. 14,000/-	i)SSC/Matriculation from a recognized Board/Institute. ii)Knowledge of Hindi, English and Kannada. iii)Age: 18 – 35 years.

## Note:

- 1. Other things being equal, preference will be given to better qualified, suitable, experienced candidates.
- 2. Qualifications and age relaxation may be allowed in case of deserving candidates at the discretion of the Director.
- 3. It is not necessary that all applicants will be invited to attend the interview. If the number of applications is large, only a few shortlisted candidates will be called for the interview.
- 4. The names of the shortlisted candidates called for the interview and the date of interview will be published on the Web site of the Institute <a href="https://www.ciil.org">www.ciil.org</a>.
- 5. The Institute reserves the right to fill/cancel any post(s) if situation demands.

**Asst. Director (Admin.) In-charge** Central Institute of Indian Languages