

DBT 30 years campaign

Temporary Post: Multitasking Assistant

Job description: Assisting in all activities of DBT 30 years, using DTP software to produce a layout for each page of the publication, Helping in accounting work, documentation, preparation of office documents, selecting formatting, such as the size and style of type, column width and spacing and any other office or assistance required in the work of the 30 years of DBT.

Essential requirements:

- Bachelors in any discipline
- Experience of working as a multitasking assistant

Desirable requirements

- Knowledge of software's for Desk Top publishing
- Knowledge of Hindi typing
- Knowledge of softwares required for desk top publishing such as corel draw, illustrator and others
- Familiar with basic accounting and should be able to pick up accounting sufficient enough to help in accounting

Periodicity	Till March 31, 2016
Travel:	Must be willing to travel anywhere when needed
Remuneration:	Consolidated amount of Rs 15,000 per month