



Name of the Post: Multi Tasking Attendant, Saksham Prerak

Location : Mumbai

No. of Positions : 1

Duration : March, 2020

Email : recruitment.sakshamprerak@gmail.com

Contact no. : 02225525487

Remuneration CTC: Rs. 11500/- to 15500/- per month.

Date of Interview: July 23rd, 2018.

Terms of Reference for the position of Multi Task Assistant, Saksham.

- Cleaning and dusting of Office premises, pantry on daily basis.
- Bank related work like depositing cheques, DD, withdrawals etc.
- Xeroxing, filing, making couriers & speed posts, post office visit, Fax.
- Making tea for all staff on time to time
- Arrangement for training, workshops & any other events like filing water bottles, proper cleaning & dusting, food arrangements, checking all resources.
- Coordinate with finance team for voucher filing, binding etc.
- Coordinate with the Admin team for courier, maintain inward/outward register and other related work.
- Keep track records of library books and maintain register.
- You will be responsible for any work assigned for overall Saksham project.
- Any other outside work as & when required by any admin & finance staff.

Qualification and requirement:

- 10th & 12th in any field.

Walk-In Interview Details

Date: 23rd July, 2018.

Time: 10:00 AM.

Venue: Tata Institute of Social Sciences,
Training Hall, Saksham (Global fund project),
under the Old Conference hall, TISS main (Old) campus,
Sion- Trombay Road, Opp Deonar Bus Depot, Deonar,
Mumbai – 400088.

Documents required (At the time of interview):

Resume & Original Educational & Experience certificates

Kindly note:

- You are requested to make your own arrangements for the travel to TISS campus and back. TISS will not provide any travel reimbursement both local and outstation.
- TISS will not provide you any accommodation for this job.

Programme Director,

Saksham Prerak