

**AVAILABILITY OF CONTRACTUAL POSTS AT OFFICE OF
MILITARY LITERATURE FESTIVAL ASSOCIATION, SCO – 183-
184, SECTOR – 8 C, CHANDIGARH**

1. The Military Literature Festival Association, Chandigarh, located at above address requires male candidates for following contractual posts: -

- (a) Clerk – 01
- (b) Computer Operator cum Storemen – 01
- (c) Peon – 01

2. Detail of Posts

(a) Common Points for all posts

- (i) Office is located at Sector – 8 C, Chandigarh.
- (ii) Office Timings: 9 AM to 5 PM, Office closed on Sat & Sunday.
- (iii) Holidays as per Punjab Govt. list.
- (iv) Contract renewal every year as per performance.

(b) Clerk – 01

- (i) To work as clerk with good IT knowledge.
- (ii) Maintain accounts and knowledge of Tally & double entry system.
- (iii) Graduate (minimum)
- (iv) Retired Army person (drawing pension) can apply.
- (v) Salary Rs. 20,000/- pm

(c) Computer Operator cum Storemen – 01

- (i) To work as Computer Operator with knowledge of basic & advance computer, Graphic & Website designing.
- (ii) To also do job of storemen and maintain store/property.
- (iii) 10+2 pass
- (iv) Salary – Rs. 16,000/- pm

(d) Peon – 01

- (i) To work as Peon / Multitasking Staff at office
- (ii) Skill in housekeeping /maint of tea room
- (iii) To collect / deliver dak
- (iv) 10+2 pass
- (v) Salary – Rs. 10,000/- pm

3. Applications may please be emailed on email id – tejisarab@yahoo.com with Photo & PPO order. Application can also be sent by post on following address -

To,
General Secretary
“Office of Military Literature Festival Association
SCO – 183 -184 (Second Floor), Madhya Marg,
Sector 8 C, Chandigarh, Pin 160008.”

4. Date, time & place of interview will be informed telephonically to shortlisted candidates.

5. General Secretary reserves the right to cancel the advt. without any reason.

From

**General Secretary
Office of Military Literature Festival
Association,
SCO – 183 – 184, Sector – 8 C,
Chandigarh. 160008
M – 78371-73075, 0172-4737800**