



## INDIAN KNOWLEDGE SYSTEMS DIVISION

(Ministry of Education, Govt. of India)

AICTE HQ, Nelson Mandela Road, Vasant Kunj, New Delhi-110070

Ph. Nos.: 011-29581523/1004

website: [www.iksindia.org](http://www.iksindia.org)

Advt. No. 2-76/IKS-2.0/Estt/2025

Name of post(s)	Multi-Tasking Staff (MTS)
Number of post(s)	04
Nature of post	Purely on contract basis as a part of the IKS Project Management Unit
Salary	Rs.30,000/- per month (consolidated)
Period of service	Initially for a period of two years and extendable further for three years as per requirement / performance
Place of Service	New Delhi / Delhi
Essential Qualification(s)	12 <sup>th</sup> Standard Pass or equivalent from recognized Board Having worked on contract for the government or in any other capacity
Experience	Having 2-3 years minimum experience in a similar role is preferred.
Age Limit	Maximum 40 years
Key Responsibilities	<ul style="list-style-type: none"><li>• Office Maintenance &amp; Organization</li><li>• Document Handling</li><li>• Support for Office Staff</li><li>• Courier and Mail Management</li><li>• Basic Administrative Assistance</li><li>• Visitor and Guest Assistance</li><li>• Provide outstation support to the IKS Division during the IKS Exhibitions. Will include travel to outstations.</li><li>• Any other Ad-hoc Duties</li><li>• Any other specific task assigned by National Coordinator</li></ul>

1. Selection will be made as per the prescribed norms and requirement of the job.
2. No TA/DA will be paid for attending the test / written exam/ interview/ joining the duty on selection.
3. The candidate short listed for interview will be informed by e-mail. The Council will not be responsible if the ID provided is incorrect or mailbox is left unchecked.
4. Original Educational Qualifications, Proof of Age, experience etc. should be produced only at the time of interview. However, self-attested photocopies of testimonials may also be uploaded with the application in support of educational qualifications and experience etc.
5. The decision of the IKS Division in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
6. IKS Division reserves the right to terminate any contractual engagement without prior notice in case of any misconduct/unsatisfactory performance etc.
7. This offer of engagement does not confer any right implicit or explicit for your consideration for regularization / absorption in MoE/IKS.
8. Entitled for 2.5 days leave in each calendar month with a provision to carry forward the leave, if the assignment is continued without a break, subject to lapse at the end of the calendar year.
9. TA is admissible for duties performed on Saturday, Sunday or any Gazetted Holiday as per entitlement.
10. Not entitled for residential accommodation, official transport, LTC, Leave encashment, Medical reimbursement, Bonus etc. or any other allowance / facilities as admissible any regular employee being a contractual position.
11. TA/DA as per prevalent Rules for outstation duty(s).



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## APPLICATION FOR .....

1. Name of the Applicant: .....
2. Father/Husband's Name: .....
3. Date of Birth: ..... Age: .....
4. Category (SC/ST/OBC/GEN) .....
5. Gender (M/F): .....
6. PAN Number (attach copy of PAN Card) .....
7. Aadhaar No. (attach copy of Aadhaar Card) .....
8. PayScale/Last pay drawn/emoluments .....
9. Present post (Designation).....
10. Present Address:

**Pin Code:**

**Mobile No.:**

**E-Mail.ID :**

11. Particulars of Examination passed:

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

12. Name(s) of Central/State Govt. organization / Central or State Universities / Central/ State funded Autonomous Bodies / equivalent Private sector previously worked and organizations from where retired including Address / Telephone number(s) of contract person(s):

Name of the Organization	Name of contact person(s) / Mobile No. / Telephone No.	E-mail ID

13. Details of Professional training obtained, if any, during the period of service:

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14. Details of experience – starting with the last & current position (separate sheet may be Attached, if required)

Post Held	Name of Organization	Period		Matrix Level (if pre-revised pay scale, applicable the same may be mentioned)	Length of Service in years	Nature of duties Performed
		From	To			
Total length of experience in years:						
If selected, what notice period required for joining:						

15. Any other information:

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**DECLARATION**

It is certified that the information provided as above, is true & complete in all respect and to the best of my knowledge & belief. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn. I also agree that if any information is found to be wrong later, IKS Division may terminate the position without any further enquiry.

**(Signature of the Applicant)**

**Date :** .....

**Name**.....

**Place :** .....

**Address**.....