

Advertisement for the Position of Receptionist

Job Number	MP-IDSA/0251/2021
Job Title	Receptionist
Job Family	Administration
Number of Positions	01, SC
Reporting Relationship	Assistant Director
Salary and Other Emoluments	<ul style="list-style-type: none"> As per 7th CPC Pay Matrix, Level 2 (Rs. 19,900 – 63,200)
Hours	Full-time
Contractual	<ul style="list-style-type: none"> For a term of three years including a probationary period of initial six months from the date of joining the Institute May be considered for fresh contract on completion of the tenure, based on performance and institute's requirements, however, this will not confer any right of permanence
Age Limit	Not more than 35 years as on 01 January 2021
Eligibility	<ul style="list-style-type: none"> Minimum of a graduation degree in any stream from a recognised university
Professional Qualifications	<ul style="list-style-type: none"> A minimum of three years of experience in a reputed institute/organisation, doing similar assignment Computer literate and proficiency in use of MS Office applications Excellent grasp of English and Hindi language Familiarity with the use of office equipment like photocopier, scanner, EPABX, etc. preferred Should be able to handle modern audio-video gadgets/ platform with CCTV, Biometrics, online conferencing platforms etc.
Overall Purpose and Role	Shall be associated with the administration wing of the Institute and will act as the first point of contact for the organization
Job Description*	<p>The job profile inter-alia includes:</p> <ul style="list-style-type: none"> Answering, screening and forwarding incoming phone calls Receiving visitors at the reception and directing them appropriately Receiving and sorting daily mails and couriers Taking and relaying messages Monitor visitor access and maintain security awareness Assisting in handling the attendance equipment Act as a communication interface of the Institute with the outsiders Providing general administrative and clerical support during MP-IDSA events Handling online meetings Any other task assigned, from time to time.
<ul style="list-style-type: none"> Desired Skill-Set 	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Calm, courteous and professional demeanour at all times Ability to work in a multidisciplinary and multicultural environment Ability to be resourceful and proactive Multitasking and time-management skills with the ability to prioritize tasks Respect for confidentiality and discretion

	<ul style="list-style-type: none"> • Positive attitude and dependability • Attentiveness
Documents required	<ul style="list-style-type: none"> • Duly filled form in prescribe format • Curriculum Vitae • Copy of education and experience certificates. • One letter of reference from Supervisor of the previous place of work • Copy of education certificates/ degrees • Candidates presently serving with the Government Sector and shortlisted for the written test must provide a 'NO OBJECTION CERTIFICATE' from the present employer before/at the time of test. • A copy of the Caste Certificate issued by competent authority as stipulated by Government of India in the Central List. • PWBD Candidates (with benchmark disability not less than 40%) should produce Disability Certificate in the prescribed format from the competent authority as specified in the Rights of Persons with Disabilities Act, 2016.
Mode of Application	<ul style="list-style-type: none"> • Hard copy of the application in prescribed format with latest Passport size photograph affixed therein, with the envelope having a clear title of "<u>Application for the Position of Receptionist</u>", may be sent to: <p style="text-align: center;">Assistant Director Manohar Parrikar - Institute for Defence Studies and Analyses (MP-IDSA), 1, Development Enclave, Rao Tula Ram Marg, Delhi Cantt., New Delhi-110010</p> • Alternatively, candidates may send in their documents along with duly filled prescribed format by email with the subject titled as "Application for the Position of Receptionist" to the HR Cell at hr.idsa@nic.in
Last Date of Application	10 December 2021

<ul style="list-style-type: none"> • General Information 	<ol style="list-style-type: none"> 1. Shortlisted candidates will be invited to attend a written test to be held in Delhi latest by January 2022 2. The shortlisted candidate shall be tested for typing skills, written and communication skills (both Hindi and English), drafting letters, short-hand, general information about RTI, Central Government Rules etc. 3. Shortlisted outstation candidates will be paid AC- III tier rail fare on production of tickets by the shortest route 4. The selected candidates will be expected to join as per date in the offer letter. 5. The Institute reserves the right to fill or not to fill the position advertised or cancel recruitment procedure at any stage without assigning any reason 6. The Institute reserves the right to restrict the number of candidates for the selection test to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements. Mere eligibility will not vest any right on any candidate for being called for the interview. The decision of the institute in all matters will be final. 7. The selected candidate shall be subjected to other rules and regulations as applicable to MP-IDSA Scholars and Staff 8. Age and Education qualification will be calculated as on last date of submission of application. 9. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED AND DISQUALIFICATION WILL TAKE PLACE WITH RETROSPECTIVE EFFECT 10. PWBD candidates applying against UR vacancies are allowed age relaxation and other relaxations as per Rights of Persons with Disabilities Act 2016. 11. In case of non-availability of suitable candidates with prescribed qualifications, Institute reserves the right to relax the prescribed qualifications for candidates found more suitable for the position with relevant experience and expertise in the specified field”. 12. THE INSTITUTE RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE WITHOUT ASSIGNING ANY REASON.
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*The job duties and responsibilities listed are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs of the Institute at a specific point in time or due to changing needs of the Institute. Candidates should note that there may not be an immediate requirement to carry out all the activities.