

## **RECEPTIONIST CUM TELEPHONE OPERATOR**

### **Qualification:**

- Graduate in any discipline from recognized university.
- Basic knowledge of computer application (M.S. Office).

### **Experience:**

- Having a pleasing personality, soft spoken, fluency in spoken English, Gujarati & Hindi is a must requirement. Good communication skills in English & Gujarati.
- Familiar with using printer, scanner, copier, fax, EPBX, telephone etc.
- Experienced candidate be preferred.

### **Consolidated Remuneration:**

- Consolidated pay of Rs. **16,500/-** per month.
- Up to 10% yearly increment on consolidated remuneration will be based on working performance and other criteria decided by the institute.
- Leave, PF, Gratuity, Group Health Insurance and Other benefits will be as per the prevailing rules of the Institute.

### **Note:**

- In case of highly deserving candidates, higher remuneration can be negotiated by the selection committee considering merit, seniority, skills, special training, hard press requirement and particular requirement of such post in dire emergency of the institute.
- Candidate can be posted at various centres of the institute as per requirement of the institute.