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RAJKOT MUNICIPAL CORPORATION
Recruitment for USHA-Technical Cell

Eligible, Experienced and Interested candidates are informed to submit application (By post or self) for the post of "Project Coordinator" (1 Post) at Rajkot Municipal Corporation, Krishna Nagar Civic Center, Nr. Guruprasad Chowk, Doshi Hospital Road, Rajkot on or before 22/01/2018, 4:00 PM for USHA Technical Cell of Rajkot Municipal Corporation- Fully on Contractual basis for 11 months or more period, if required. The details regarding experience, education & Remuneration can be downloaded from www.rmc.gov.in.

Commissioner
Rajkot Municipal Corporation

City Level Technical Cell
Urban Statistics For HR And Assessment

1. Project Coordinator

- Total lumpsum pay up to:- 15,000/- (Including all, depending on experience & qualifications.)

Qualifications & Experience

- Degree in Commerce or Computer Field with First Class
- Basic Knowledge of Office Automation
- Command over data entry in both English & Gujarati
- Ability to work with, motivate/ train Govt staff

Roles and Responsibilities

- To collect, collate, validate, analyse, disseminate and publish building construction, housing and other related statistics and statistical reports from time to time.
- Collect & Analyse data from different Government/Semi-Government/Non-Government organizations.

Interview

- The Candidates are required to submit their details in attached prescribed application format only
- No Certificates/Documents to be attached with the application
- Shortlisted candidates will be informed telephonically for interview
- The candidates called for interview shall have to bring all documents self attested photocopy along with original documents for verification

Application for Project Coordinator (USHA Technical Cell)

(No Certificates/Documents to be attached with application)

Name :

Photo

Address :

Contact No : 1.

2.

E Mail ID :

Education Qualification

Degree	Percentage/Class	Passing Year	Institute

Experience Details

Sr	Employer Name	Duration	Salary (per month)

Skills

Basic Knowledge Of MS Office (Yes/No)	
Command Over English & Gujarati Typing (Yes/No)	
Other (Specify)	

Signature

Date