



NATIONAL MARITIME FOUNDATION

VACANCY FOR THE POST OF PROGRAMME ASSOCIATE

1. The National Maritime Foundation (NMF), a Non-Governmental Maritime think tank registered under the Societies Registration Act XXI of 1860, which undertakes research and analyses in all activities in the maritime domain, invites applications (in the attached form) for the position of '**Programme Associate**' on contract basis.

2. Interested candidates are to forward their applications as per the attached proforma to the National Maritime Foundation (NMF), Naval Officers Mess (NOM), Varuna Complex, Airport Road, NH-8, New Delhi **OR** E-Mail at maritimeindia@gmail.com latest by 1600 hrs on **30 Jun 17**.

3. The shortlisted candidates will be called for written test and thereafter Interview for the successful candidates. Original Certificates are to be carried along with a copy of resume.

4. **Job Description:**

(a) Name of the Post - Programme Associate.

(b) Salary – Rs.25, 200.00 per month all inclusive (Non-negotiable).

(c) Place of Work - New Delhi.

5. **Additional Information.** The appointment will be for a period of **two years** on contract basis and extendable thereafter on the basis of the performance. Work normally involves five full working days (Monday to Friday). The candidates are required to submit No Objection Certificate from their existing employer, if any, at the time of interview. The qualifications for selection of candidates are as follows:-

(a) Graduate or equivalent from the Govt recognised universities.

(b) Good knowledge of computer skills in MS Office applications and internet correspondence.

6. The NMF reserves the right to reject any or all applications without assigning any reason. The decision of the NMF regarding selection of applicants for interview and/or appointment shall be final.

7. For any queries contact NMF Admin section on Tele No. 011-26156520, 26140615, 26140617 or e-mail maritimeindia@gmail.com



APPLICATION FORM – PROGRAMME ASSOCIATE

Personal Details	
Name	
Family Name	
Middle Name	
Date of Birth (dd/mm/yy)	
Address (Present)	
E-mail	
Contact Nos.	Office: _____ Res. : _____ Mb. : _____
Address (Permanent)	
Address Current	
Current Position held and since when	
Educational Qualification	
Steno skills	



Computer knowledge / Proficiency
(Good/Fair/Poor)

Any other information