



NATIONAL MARITIME FOUNDATION

VACANCY FOR THE POST OF IN-CHARGE LIBRARY, IT AND COMMUNICATIONS

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 **'In-Charge Library, IT, and Communications'** 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 – 110 010 **OR** E-Mail at maritimeindia@gmail.com latest by **20 Jul 17**.

3. The shortlisted candidates will be called for Interview at NMF, New Delhi. Original Certificates are to be carried along with a copy of resume.

4. **Job Description**

(a) Name of the Post - In-Charge Library, IT, and Communications.

(b) Salary - Rs 18,000.00 per month all inclusive (Non-negotiable).

(c) Place of Work – NMF, 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) IT diploma from recognised institution and having Computer skills in MS Office applications and internet correspondence.

(c) Candidate having proficiency in managing Institutional website and social media will be given preference.

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, 26154901, 26140209 or e-mail maritimeindia@gmail.com



APPLICATION FORM – IN-CHARGE LIBRARY, IT AND COMMUNICATIONS

Personal Details			
Name			
Surname			
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			



Professional Knowledge	
Library	
Computers/IT & Website Management	
Social Media and Communications	