

**LNJN National Institute of Criminology and Forensic Science**

Government of India(Ministry of Home Affairs)

Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 119 085

Subject: **Outsourcing of manpower**

The Institute invites offers for supply of the following manpower on outsourcing basis. Only firms already supplying same manpower to Central Government Departments and having contract valid for 6 months are eligible to apply:

S.No	Name of Post	No of Posts	Nature of job	Eligibility conditions
1	Administrative Officer	1	<ul style="list-style-type: none"> <li>• All type of administrative matters</li> <li>• Establishment matters</li> <li>• Budget work</li> <li>• Housekeeping supervisory job</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate from a recognized University.</li> <li>• Minimum 15 years' experience in the field of job to be performed.</li> <li>• Computer literacy.</li> <li>• Experience of working in Central Government not below the rank of Section Officer level</li> </ul>
2	Private Secretary	1	<ul style="list-style-type: none"> <li>• To assist the Senior Officers</li> <li>• To take dictation and its translation</li> <li>• To maintain engagement diary of Senior Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Inter pass</li> <li>• Speed 100/40 wpm in shorthand/typing</li> <li>• Computer literacy</li> <li>• Minimum 5 years' experience as Private Secretary or equivalent job.</li> </ul>

Interested firms may send their applications alongwith a copy of agreement executed with Central Government Departments for supplying Man Power. The envelope should be addressed to the '**Administrative Officer**' and superscribed '**Supply of manpower on outsourcing basis**', LNJN National Institute of Criminology and Forensic Science (MHA), Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110 085 on or before **23<sup>rd</sup> February, 2012.** Application received after the due date will not be entertained.

**Director**