



Name of the Post : Multi Task Assistant, Saksham Prerak
Location : Mumbai
No. of Positions : 1
Duration : March, 2020
Email : recruitment.sakshamprerak@gmail.com
Contact no. : 02225525486/93
Remuneration
Cost to Company (CTC) : Rs.13000/- to 15500/- per month.
Date of Interview : July 24, 2019

Terms of Reference for the position of Multi Task Assistant, Saksham.

- Cleaning and dusting of Office premises, pantry on daily basis.
- Bank related work like depositing cheques, DD, withdrawals etc.
- Xeroxing, filing, making couriers & speed posts, post office visit, Fax.
- Making tea for all staff on time to time
- Arrangement for training, workshops & any other events like filling water bottles, proper cleaning & dusting, food arrangements, checking all resources.
- Coordinate with finance team for voucher filing, binding etc.
- Coordinate with the Admin team for courier, maintain inward/outward register and other related work.
- Keep track records of library books and maintain register.
- You will be responsible for any work assigned for overall Saksham project.
- Any other outside work as & when required by any admin & finance staff.
- Working days will be from Monday to Saturday and office timing will be 9.00am to 6.00 pm.
- You may require to work beyond the regular working hours and on Sundays/closed holidays. No overtime/Compensatory off will be provided.
- All Statutory deductions will be done out of CTC

Qualification and requirement:

- 10th & 12th in any field.

Walk-In Interview Details

Date: 24th July, 2019.

Time: 10:00 AM.

Venue: Tata Institute of Social Sciences,
Training Hall, Saksham (Global fund project),
under the Old Conference hall, TISS main (Old) campus,
Sion- Trombay Road, Opp Deonar Bus Depot, Deonar,
Mumbai – 400088.

Documents required (At the time of interview):

Resume & Original Educational & Experience certificates

Kindly note:

- You are requested to make your own arrangements for the travel to TISS campus and back. TISS will not provide any travel reimbursement both local and outstation.
- TISS will not provide you any accommodation for this job.


Mr S S Phanse,

F&A Manager, Saksham