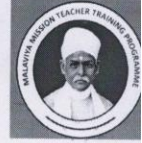




**Malaviya Mission Teacher Training Centre
Central University of Haryana
Mahendergarh (Haryana), 123031**



No. CUH/MMTTC/2024/21

Dated: 15/07/2024

NOTICE

Subject: Schedule of Skill Test and Interview for the post of Project Assistant, Computer Assistant and Support Staff for Contractual Positions under UGC funded Malaviya Mission Teacher Training Centre (MMTTC), CUH.

Reference to the Advertisement for the aforesaid posts Dated 13.06.2024

It is to inform all the candidates who have applied for the aforesaid posts before the last date (i.e. 05.07.2024) that the Skill Test and Interview shall be held as per the schedule given below:

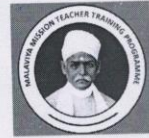
Venue of the Skill Test and Interview: Department of Teacher Education, Seminar Hall, Room No. 129, Academic Block-4, CUH

S.N.	Post	Date	Reporting Time	Syllabus of Skill Test and Interview
01	Project Assistant (01)	24.07.2024	9.00 AM	The following topics/activity shall be included in the Skill Test and Interview to judge their knowledge, skills and office work: (a) Noting & drafting of official letters (b) Online meeting platforms/applications (c) Good knowledge of MS Word, Excel and Power Point Presentation (d) Experience of any project related activity (e) Presentation Skills
02	Computer Assistant (01)	25.07.2024	9.00 AM	Firstly, Typing Test (with speed of 30 words per minutes) and thereafter, Skill test and Interview shall be conducted including the following topics to judge their knowledge, skills and office related work: (a) Noting & drafting of official letters (b) Good knowledge of MS Word, Excel and Power Point Presentation (c) Experience of computer related work (d) Office related work/activity

July 15/07/2024



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03	Support Staff (01)	26.07.2024	9.00 AM	The following topics/activity shall be included in the Skill Test and Interview to judge suitability & competency of the eligible candidates: (a) General Mental Ability (b) General Knowledge (c) Knowledge of office/supporting staff related work (d) Diary and Dispatch related knowledge
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Important Instructions:

1. Please bring all original documents/certificates as per the requirement of the post and mentioned in the advertisement/resume.
2. 05 photocopies of updated resume alongwith one set of self-attested photocopies of all testimonials/documents mentioned in the resume.
3. One original I.D. proof with photograph.
4. One latest passport size colour photograph.
5. Documentary evidence in supported to your experience as mentioned in the application/resume.
6. The Skill Test and Interview will be conducted in Offline mode only and no TA/DA will be paid for attending the interview.
7. No candidate will be allowed after one hour of the reporting time.
8. The above posts are purely temporary for the sanctioned project duration.
9. The appointment may be terminated at any time in case of any misconduct, unsatisfactory work, or if the person is found ineligible later.

[Signature]
15/07/2024
Director, MMTTC-CUH