

**National Bal Bhavan**  
**Kotla Road, New Delhi**

Personal interaction is scheduled to be held in NBB for engagement of eligible persons to the following post on contract basis for a period of six months. Interested candidates may report for personal interaction at National Bal Bhavan, Kotla Road, New Delhi- 110002 on stipulated date and time alongwith their Bio-data and original documents for verification with one photocopy of each certificate.

S. No	Contractual Positions	No. of post	Consolidated remuneration	Eligibility conditions	Date & Time for personal interaction
1	Clerk-cum-Tally Operator	One	Rs.20,000/- per month	<ul style="list-style-type: none"><li>• Candidate should be a Commerce Graduate with 2-3 years experience in Tally and Annual Accounts</li><li>• His/her typing speed on computer should be 35 w.p.m. in English</li><li>• He/she should have diploma/certificate course in Tally and Excel</li></ul> <b>Max. Age Limit: 56 years</b>	06.11.2020 at 10.30 A.M onwards

Note: -

1. The person appointed on contract for a period of 06 months would be allowed 04 C.L and 01 R.H only.
2. Working hours of the office is 09:00 a.m to 05:30 p.m. (Sundays & Mondays are closed holidays) Other Govt. Gazetted Holidays falling during the contract period are also admissible.
3. Competent authority of NBB reserves the right not to fill up the vacancy.

**(Director, NBB)**