

## रिक्ति का विवरण

संस्थान/कंपनी: AVIKA INFRATECH AND CONSULTANT PRIVATE LIMITED

पदनाम: MIS assistant

विभाग का नाम: राज्य नगरीय विकास अभिकरण (सूडा )



आवेदन की अंतिम तिथि : 25-09-2026

रिक्ति पोस्ट करने की तिथि: 17-09-2026

### कुल रिक्तियां

79

### अनिवार्य योग्यता

| क्रमांक | शिक्षा समूह | वर्ग (स्ट्रीम)         | शिक्षा स्तर | विषय        | समकक्ष योग्यता |
|---------|-------------|------------------------|-------------|-------------|----------------|
| 1       | Diploma,    | Computer Related / IT, | All Degree  | All Subject |                |

### रिक्ति की प्रकृति

Third Party

### कार्य का विवरण

Responsible for entry of all types of data of the Mission and uploading the desired documents on unified web portal to be used by the SLNA/MoHUA. Coordinate management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system. Furnish monthly/quarterly progress report to the Ministry through SLSMC/SLNA through unified web portal. Provide support to State Level Experts as and when required.

### अपेक्षित वर्ग:

पुरुष, महिला, विकलांग, भूत पूर्व सैनिक, खिलाडी,

### रिक्ति/भर्ती विवरण

वेतन सीमा : 30001 - 40000 वेतन (/माह) : 35000

न्यूनतम आयु (सामान्य) : 25

अधिकतम आयु (सामान्य) : 60

### अपेक्षित अनुभव

सेक्टर : Other,

3 वर्ष 0 माह

### कार्य स्थल:

| क्रमांक | राज्य         | जनपद  |
|---------|---------------|-------|
| 1       | उत्तर प्रदेश, | समस्त |

### अन्य विवरण

Responsible for entry of all types of data of the Mission and uploading the desired documents on unified web portal to be used by the SLNA/MoHUA. Coordinate management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system. Furnish monthly/quarterly progress report to the Ministry through SLSMC/SLNA through unified web portal. Provide support to State Level Experts as and when required.

Note:-You are requested to go through the job requirement in Detail and ensure that you fulfill the given eligibilty criteria including essential/preferential qualification along with required/desired experience before applying for the job.