

**REGIONAL INSTITUTE OF ENGLISH  
CHANDIGARH ADMINISTRATION, CHANDIGARH**

**REQUIRES FOLLOWING PERSONNEL ON PART TIME BASIS FOR C- TOSS  
PROGRAMME FOR 86 GOVT. SCHOOLS, CHANDIGARH**

Candidates (Not above 35 years of age as on 01.10.14) may report at the Regional Institute of English for a written test and interview with complete bio-data, latest photograph and self attested photocopies of certificates and testimonials of experience, if any, as per details of posts given below. The number of positions will be subject to requirement.

**Note:** Age is relaxable up to 40 years for SC/ST; 40 years for Govt. servants and Women; up to 38 years for OBCs.

<b>Sr. No.</b>	<b>Post</b>	<b>Qualification</b>
1.	Coordinator/Associate Coordinator	<b>MA English 55%</b> <b>Essential:</b> 1. Good Communication skills in English 2. Very good knowledge of MS Office <b>Desirable:</b> 1-2 years experience in coordinating ELT- based academic programmes
2.	Assistant Coordinator cum Trainers	<b>Essential:</b> 1. <b>M.A English with 50%</b> 2. Good Communication Skills in English 3. Excellent Computer Skills and knowledge of MS Office
3.	Material Facilitators	<b>Essential: Graduation with 50%</b> <b>Desirable:</b> 1-2 years experience in handling ELT related material/Excellent computer skills with knowledge of accounts
4.	Part Time Trainers	<b>Essential: Graduation with 50%</b> <b>Desirable:</b> Elective English/Functional English as one of the subjects in graduation
5.	Accountant	<b>Essential:M.Com with 50%</b> <b>Desirable:</b> Excellent knowledge of Accounts and bookkeeping along with good computer skills

<b>Venue</b>	<b>Timings</b>
Regional Institute of English Near GGSDS College Sector 32 C, Chandigarh	<b>Reporting: 9:30AM-10.30 AM on 28.10.2014</b> <b>Written Test: 28.10.2014 at 11:00 AM</b> <b>Interviews for Candidates Qualifying Written Test: 29.10.2014 at 10:00 AM</b>

**Director  
Regional Institute of English  
Sector 32 C, Chandigarh  
Phone:0172-2676008**