

ADVERTISEMENT OF CONTRACTUAL STAFF FOR URC 389(i) SUP PL ASC

1. The under mentioned staff are required at URC, 389 (i) Sup Pl ASC. The vacancy is temporary in nature and the staff will be hired on contractual basis for maximum of 11 months in URC (which can be reduced on requirement basis) for billing of store store layout, carriage of store and other duties with anticipated fixed salary of Rs 15000/- per months:-

Sr No	Type of Staff	Nos	Purpose/ duty	Minimum Qualification
1.1.	Multi-Tasking Staff (MTS)	02	Billing, loading, carrying and laying out of stock, maintenance, cleaning and upkeep of store of URC, all types of administrative work and any other work in URC as given by URC management.	<ul style="list-style-type: none">• Must be 12th pass.• Having experience of one year or more at any URC/ Super Mart.• Knowledge of stock management.• Knowledge of basic computer.
1.2.	Sales attendant/ Store Man	02	Loading, carrying and laying out of stock, maintenance, cleaning and upkeep of store of URC, all types of administrative work and any other work in URC as given by URC management.	<ul style="list-style-type: none">• Must be 10th pass.• Having experience of one year at any URC/ Super Mart.• Knowledge of stock management.
1.3.	House Keeper (Safaiwala)	01	Cleaning of Canteen area and bathrooms and any other work as given by URC management.	

2. Candidates must have computer knowledge of typing and billing (except for House Keeper (Safaiwala)).

3. Following Points to be noted:-

3.1. Preference will be given to ESMS and legitimate/ Dependents of ESMS (Supporting documents reqd for dependents).

3.2. Candidates will undergo a probation period of 01 month, where they will be observed for their skills.

4. Willing candidates to deposit a copy of application/ resume at URC office by **2 Jun 2026** and get their names and contact details endorsed in the register kept at the URC Office.

5. Candidates will be interviewed at Main Office of 389 (i) Sup Pl ASC and dates of interview will be intimated subsequently.

6. The undersigned reserves the right to cancel or amend or make changes in the hiring as per the requirement of the Organization.

7. Contact Number of Canteen JCO 9359805718.

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