



Central Training and Placement Cell,
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Ref. No. -NMU/CTPC/ /2017

Date: 30/12/2017

To,
The Principal/Director,
Affiliated Colleges/Recognized Institutes/University Schools,
N.M.U., Jalgaon.

Sir/Madam,

This is to inform you that **TechKnit IT Enabled Services Pvt Ltd** will be holding the Campus drive in the university for the students fulfilling the following eligibility criteria. You are requested to bring this to the notice of the students and encourage them to participate in this campus drive. To participate in this drive students should register online on university website (<http://nmu.ac.in>) under Central Training & Placement Cell.

Job Location: Pune

Position Offered: Subject Matter Expert & English Writing Experts (for English)

Salary: 16 K to 18 K (For 36 hours per week)

Eligibility Criteria:

- MBA(Finance)
- MSc (Statistics, Physics, Chemistry, Biology)
- M.Com
- MA(English, Economics)
- Strong subject domain knowledge.
- Proficiency in written English.
- Ease with MS Office suite and Internet Explorer.
- Experience in teaching will be an added advantage.

Job Description – eTutor

- Tutoring: a. Tutoring – Day/Night shifts in drop in, pre scheduled, and offline sessions
- Quality Assurance: a. Assistance in training and feedback process. b. Feedback discussion with tutors to improve the quality of work.
- Projects/Assignments: a. contributing towards projects in the role of SME as and when required.

Documents required at the time of Campus Drive:

- Updated resume (03 sets)
- 02 passport size photographs
- College ID Card

Last Date for Online Registration: **5th January 2018**

You are also requested to ask the students to visit the university website (<http://nmu.ac.in>) regularly for updates regarding date, time and venue of campus drive.

Thanking You.

Yours faithfully,
Kavita Mandore

Training & Placement Officer