

INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

Nagarabhavi, Bangalore – 560 072

Job Opportunity On Contract

Walk-in-Interview on July 22, 2026, at 11:00 AM for the post of one Multi-Task Assistant on a temporary basis at ISEC

Organisation	:	Institute for Social and Economic Change
Principal Investigator	:	Registrar, ISEC
Name of the Position / Designation	:	Multi-Task Assistant
Essential Qualification	:	Graduation and Knowledge of computer with minimum two years' experience.
Desirable Qualification	:	Knowledge of Computer application such as MS word , MS Excel and MS PowerPoint, Preference for candidates' proficiency in English and Kannada (read, write & speak)
Salary	:	Between Rs. 15,000 to 25,000/- per month
Tenure	:	179 days from the date of Joining and can be terminated in case found unsatisfactory with seven days' notice
Documents to carry		Documents to Carry <ul style="list-style-type: none">• Duly filled prescribed application form. (as prescribed in the advertisement).• Summary information sheet (as prescribed in the advertisement).• Updated CV.• Self-attested copies of:<ul style="list-style-type: none">○ Degree (marks cards and Certificates)○ Experience certificates○ Other relevant supporting documents○ Aadhar copy

Application Process:

(1) Interested candidates directly Walk-in-Interview on July 22, 2026, at 11:00 AM at Seminar Block, ISEC.

(2) Only candidates fulfilling the above-mentioned qualifications may walk-in-interview. Selection will be based on qualification, experience, and interview.

Sd/-
Registrar
Institute for Social and Economic Change
Dr. V.K.R.V Rao Road, Nagarabhavi
Bangalore – 560 072
Website: www.isec.ac.in

Date: 3rd July 2026

Post Applied for the post of : **Multi Task Assistant, On Contractual Basis**

INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE
Dr.V.K.R.V. Rao Road, Nagarbhavi P.O., Bengaluru - 560 072

APPLICATION FOR ADMINISTRATIVE POST

1. Name in full (CAPITAL LETTERS)					
2. Address:					
Present (for communication)					
Permanent (Home Town)					
Contact Details	Phone/Mobile:				
	E-mail:				
3. Date of Birth:		Age:	Sex :		
4. Marital Status	Unmarried	Married	No. of Children:		
5. Category					
6. Education:					
Examination	Degree in*	University	Class/ Division	% of Marks	Year
VIII Standard (applicable only to Messenger Post)					
Matriculation					
Pre-University					
Graduation					
Post-Graduation					
Diploma / Certificate in Technical Courses					
Others (specify)					

*Specify the Degree (viz., B.Com/B.Sc./B.A./ M.Com/M.Sc./M.A. or any other)
Strike out whichever is not applicable.

7. Work Experience (begin with your last/present job):

Designation/ Position	Employer	Period		Duration	
		From	To	Year	Months
8. Knowledge of Languages		Read	Write	Speak	
9. If employment is offered, how soon can you join duty					

10. certify that the particulars given by me in this application are true. I enclose copies of the following:*

- a. Certificate in proof of the Date of Birth
- b. SSLC Certificate
- c. Graduation/Post-graduation Certificate
- e. SC/ST/BC/OBC Certificate
- d. Others

NOTE: All copies of testimonials including experience are to be enclosed.

PLACE:

DATE:

Signature of the Applicant

*Strike out whichever is not applicable.

INFORMATION SHEET

Name of the candidate:

Knowledge of computer softwares:

Software	Name of the Software		
1. MS Word 2. Excel 3. PowerPoint			
Experience of using the computer software's			
Software	Duration of Experience		Nature of work/ job done
	From	To	
1. MS Word			
2. Excel			
3. PowerPoint			

Date:

Signature of the Applicant

Summary Bio- Data of the Candidate for the post of Multi Task Assistant, on contractual basis
Total post- 1(One)

Name & Address Mobile no & Email ID	DoB & Age, Gender	Computer Knowledge	Qualification (Detailed)	Experience	Language Known			Remarks
Name: Present Address: Permanent Address: Phone: Email:	DOB AGE Gender:							

Date:

Signature of the Candidate