

**REQUIRED  
BY AN NGO FOR THEIR COMPUTER &  
SPOKEN ENGLISH INSTITUTE**

**1. MANAGER**

Graduate around 45 yrs. Of age with sufficient exp. of working in a professional computer institute. Should be able to undertake counseling of students in both English & Hindi. Job also involves Co-ordination and field work. Own conveyance is a must.

**2. COMPUTER TEACHERS (2)**

BCA / MCA with min. 3yrs. Of Teaching exp. from a reputed computer institute. Should be able to teach the students in both English & Hindi and able to prepare the study courses independently.

**Salary:** - Class / Hours basis.

**3. TEACHERS (ENGLISH SPEAKING) 2**

M.A English with min. 3 yrs exp. of teaching in a Spoken English institute. Should be fluent & efficient in English speaking & writing.

**Salary :** - Class / Hours basis

**4. PERSONAL ASSISTANT**

Graduate around 35 yrs.of age with min. 2yrs. working exp. in any NGO or M.D's office co-ordination & field work. Should have good knowledge in written Hindi & English is a must. Should be Computer literate especially typing data entry / documentation.

***Resident of Gurgaon only Apply within 3 Days to:  
[secretarygeneral@nccionline.org](mailto:secretarygeneral@nccionline.org)***