

1. Office Assistant:

Eligibility and Qualification:

- Graduate in any discipline with computer skills.
- At least 3 years' experience as Secretarial Assistant is desirable.

Other essentials:

- Knowledge and experience of project related works will get due advantage.
- Candidate should be proficient in English.
- Willingness to accept minimum tenure of three years.

Job responsibilities:

- To assist the District Project Manager.
- To maintain files, records, & office registers.
- To extent help in organizing tour & field visits.
- To assist in preparation of reports.

2. Office Attendant:

Eligibility and Qualification:

- Should be class VII passed from any board.
- Should have a good character and ability to carry out orders of the superiors.
- Should be energetic with a pleasant personality.
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Remuneration:

Office Assistant: Rs. 12,000/- (Twelve thousand) per month.

Office Attendant: Rs. 7,500/- (Seven thousand five hundred) per month.