

Bose Institute
Indo-FAIR Co-ordination Centre
Kolkata

ADVERTISEMENT No.: BI/IFCC/2012-13/17

Walk-in-interview will be held on **Friday, the 3rd August, 2012, at 11.00 a.m.** in Bose Institute, P-1/12, CIT Scheme VII-M, Kolkata – 700 054, for one temporary post of **Office Assistant** in Indo-FAIR Co-ordination Centre, Bose Institute. Interested Indian Nationals having the following educational and other qualifications should appear before the Selection Committee with a typed application addressed to the Administrative/Accounts Officer, IFCC, Bose Institute, P-1/12, CIT Scheme VII-M, Kolkata – 700 054, giving detailed bio-date with qualification and other testimonials.

Educational and other qualifications: Graduate of a recognized University. Should have 15-20 years experience in a responsible position in supervisory capacity and in handling general administrative matters, drafting of office correspondence, minutes etc., arranging meetings, preservation of records/documents. Should have knowledge of Central Government Rules and Regulations, experience in office procedure and other related general administration and establishment matters. Knowledge in Computer operation.

Period of contract for the post: Initially for one year, renewable upto 3 years.

The candidate should also bring the original mark sheets, certificates etc., at the time of interview.

No TA/DA as admissible for appearing the interview.

Administrative/Accounts Officer
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Kolkata