

Advt. No & Date : **IGRUA/Advt./027/2018, Dated 26.06.2018**

Position Title: **Administrative Officer**

Number of Posts: **1**

Position Status: **Contractual**

Duty Station: **IGRUA, Fursatganj Airfield**

Closing Date: **9<sup>th</sup> July 2018**

### **Job Responsibilities**

Adequate exposure in handling one or more functions related to General Administration/ Housekeeping/ Purchase/Service matters/Office management/establishment/HR legal in a computerised environment.

### **Education**

Bachelors Degree or equivalent from a recognised University/Institute

### **Experience**

Experience of 12 years in handling of administrative Secretarial work in Government / autonomous bodies.

Possess knowledge of accounting software such as Tally etc.

### **Desirable**

Degree in Law or Master Degree in Business Administration from a recognized University/Institute

**Age** - (i) Maximum 50 years for candidates from Private Organisations.

(ii) Maximum 62 years for retired Government Officials/Autonomous Bodies officials

### **Remuneration**

Depending on professional background and work experience a competitive compensation is offered.

### **Submission of Applications**

Candidates fulfilling the qualifying requirements may submit their application with complete Curriculum Vitae via e- mail to [hrmigrua@gmail.com](mailto:hrmigrua@gmail.com). Kindly indicate the position title in the subject mail when applying by email. Applications without position title shall not be entertained. All applicants are encouraged to apply online and well before the closing date stated in the vacancy announcement. Applications can also be sent by post addressed to the HR Manager at the Head Office, Fursatganj. Applicants will be contacted only if they are under serious consideration