

विज्ञापन संख्या : IGRUA/Advt/153/2022/04/25
Advertisement No. : IGRUA/Advt/153/2022/04/25

पद का नाम : सहायक
Position Title : Assistant

पदों की संख्या : 03
(01 पद अनुसूचित जाति के लिए आरक्षित)

Number of Posts : 03
(01 Post reserved for Scheduled Caste category)

पद की स्थिति : संविदा
Position Status : Contractual

कार्य स्थल : इग्रुआ, फुरसत गंज एयरफील्ड
Duty Station : IGRUA, Fursatganj Airfield

अवधि : 1 वर्ष, विस्तार की सम्भावना के साथ
Duration : 1 Year, with the possibility of extension

अंतिम तिथि : 10 मई 2022
Closing Date : 10 May 2022

कर्त्तव्य एवं उत्तरदायित्व

Duties and responsibilities

Will be required to work in Administration Department and perform all jobs assigned related to Akademi Administration.

शैक्षिक योग्यता

Educational Qualification

1. Minimum Graduate degree from a recognized university and
2. Diploma in Computer applications.

अनुभव

experience

Minimum one year working as an Office Assistant

पारिश्रमिक

Remuneration

Selected candidates will be given a consolidated Salary of Rs.15000

अधिकतम उम्र : 35 वर्ष

Maximum Age : 35 Years

आवेदन जमा करना

Submission of Applications

Candidates fulfilling the qualifying requirements may submit their application with complete Curriculum Vitae via e- mail to [hrmigrua\[at\]gmail\[dot\]com](mailto:hrmigrua[at]gmail[dot]com). Kindly indicate the position title in the subject mail when applying by email. 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.