

Date: 14/10/2020

SHIKSHA NIKETAN, TELCO, JAMSHEDPUR

(Senior Secondary CBSE English Medium School)

REQUIRED

Application for the following post is invited from suitable candidates for SHIKSHA NIKETAN (Senior Secondary CBSE English Medium School)

Office Assistant

- Qualification: Graduate in any discipline with sound computer knowledge and in accounting software, Fees related work with good academic records.
- Age : Candidate not exceeding 40 years of age would be preferred
- Experience : Preferably 1 year of relevant office experience.

Suitable candidate should apply through email at **shikshaniketantelco1968@gmail.com** furnishing the following details **within 14 days** of release of this advertisement.

1. Post of Application; **2.** Complete Name; **3.** Date of Birth; **4.** Postal Address; **5.** Contact Number & Email ID; **6.** Educational Qualification from High school onwards (year of passing, percentage of marks with details of Institution-self-attested copy enclosed); **7.** Experience (Descending from the present post and no. of years in each post- self-attested copy enclosed); **8.** Last Salary drawn; **9.** Co-Curricular Activities; **10.** Professional highlights; **11.** Career Goal; **12.** Recent Photograph (2 nos. PP size)

Only shortlisted candidates will be called for interview/ selection process.

Last date for submission of application: 28/10/2020