



केन्द्रीय हस्त औजार संस्थान, जालन्धर
CENTRAL INSTITUTE OF HAND TOOLS, JALANDHAR
भारत सरकार की सोसायटी
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Government of India Society
Ministry of Micro, Small & Medium Enterprises



APPOINTMENTS

Central Institute of Hand Tools (MSME-Tool Room), Jalandhar invites applications for filling up the following post on contract basis.

1. Private Secretary

(1 Post - Unreserved)- Pay Band & Grade Pay: (PB-2) Rs. 9300-34800 + GP - 4200/- p.m. plus allowances.

Educational Qualifications:

(a) Essential: Graduate from a recognized University/Institution/Diploma in Office Management and Secretarial work and with good knowledge of English. Should have a speed of 120 and 40 w.p.m. in Shorthand and Typewriting respectively. Knowledge of operating computers.

(b) Desirable: Fluency in English, Hindi and local language speaking/Certificate in English Speaking Receptionist Course.

Experience:

(a) Essential: 5 years experience in line.

(b) Desirable: Experience in handling correspondence independently and organizing meetings, seminars, etc.

Age limit: Not exceeding 35 years (As on 31.05.2017). Relaxable up to 5 years in the case of SC/ST/ & 3 years for OBCs.

The appointment would be on contract basis for a period of 5 years initially with further extension based on review of performance of the individual. Applicants may send the application in the prescribed form giving full details alongwith self attested copies of certificates/ testimonials at the address given below through registered/speed post by 30.06.2017. **KINDLY DOWNLOAD THE APPLICATION FORM HERE.** Candidates called for interview/test will be paid return fare as per T.A. rules. Candidates employed in Govt. or Undertaking should apply through proper channel. Each application should be accompanied by Demand Draft of **Rs. 100/-** payable to the Principal Director, Central Institute of Hand Tools, Jalandhar. No fee is required from SC/ ST/ Physically Handicapped candidates.

Sd/-
Principal Director

G.T. Road Bye-Pass, Jalandhar-144 008 (Punjab)
Phone : 0181-2290196, 2290225, 2290226, Telefax : 0181-2290457
E-mail : institute_jld@dataone.in Website : www.ciht.in