OMEO KUMAR DAS INSTITUTE OF SOCIAL CHANGE AND DEVELOPMENT
(An Autonomous Research Institute of ICSSR and Govt. of Assam)
V I P Road, Upper Hengrabari
Guwahati-781036, India
www.okd.in

Advertisement for the Post of Office Assistant

Applications are invited for a regular post of Office Assistant (unreserved) at OKDISCD in the Central Government Pay Scale (Level-06: 35,400-1,12,400). Applications (**in hard copies only**) with necessary supporting documents must reach the undersigned on or before 12.12.2024. Candidates in service must apply through proper channel. Only shortlisted candidates will be called for assesment and interview for which no TA/DA shall be paid.

A. Qualifications and experience required

i. Graduate in any discipline with minimum of 55 %marks.
ii. Knowledge of MS Office / Typing Speed in English with a minimum speed of 35 w.p.m
iii. Minimum 3 years of experience in office administration in Government Autonomous Institutes /other academic institution.Candidate must have proficiency in both spoken and written English.
iv. The candidate must not be less than 21 years and more than 30 years of age as on the date of application.

B. Age Relaxation

For candidates belonging to SC/ST/OBC age will be relaxed as per Govt. of India norms. A candidate claiming to belong to the category of SC/ST/OBC must produce bonafide certificate to the effect. For employees of central and state government and autonomous bodies and universities age relaxation of 5 years is applicable in accordance with the instructions or orders issued by the Central Government. A candidate claiming to belong to the category of Central/State Government employee and thus seeking age relaxation would be required to produce a Certificate issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central /State Government employee and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

C. Desirable

Candidates with experience of Office Management and Liasoning will be preferred.

Sd/-
Director (i/c)
OKDISCD