



# EdCIL (India) Limited

(A Government of India Enterprise)

Ed.CIL House, 18A, Sector-16A, NOIDA-201301(UP)

Tel: 0120 – 2512001/6, Fax: 0120 – 2512007

## Advertisement No. 10/2013

EdCIL requires Office Assistant on contractual basis for Department of Justice, Ministry of Law & Justice The details are as follows:-

S.No	Name of the post & Consolidated Remuneration	Educational Qualification	Experience
1.	<b>Office Assistant</b>  <b>03 Posts</b>  Consolidated Remuneration <b>Rs. 25,000/- per month</b>	<b>Essential:</b> Bachelor degree or equivalent from Recognized University.  Certificate / Diploma course in Computer applications from a recognized institute or equivalent  Typing Speed of 30 words per minute in English.	Minimum 03 years of experience as Office Assistant or equivalent in Govt. Department/Ministries /PSUs/Autonomous bodies or Private Organization reputed.

### General information

1. Write on top of envelope “**Application for the post of Office Assistant against Advertisement Number .....**”
2. Candidate must enclose attested copies of education qualification, experience and cast/tribe certificate along-with the applications.
3. Applications received through E-mail, FAX, by Hand will not be accepted under any circumstances.
4. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.

5. Candidates working in Government organization/ PSE must route their application through proper channel if there department rule requires.
6. Candidate should be not above 35 years as on 01.06.2013. Upper age limit indicated above is relax-able upto 5 years for SC/ST and 3 years for OBC candidates.
7. Physically handicapped candidates with disability not less than 40% shall be eligible for age relaxation by 5 years.
8. Only Indian Nationals are eligible for applying.
9. Application received after due date will out rightly be rejected.
10. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
11. EdCIL reserves the right to modify the eligibility criteria if, a large number of applications received and also increase or decrease the number of posts.
12. Shortlisted candidates will be put to skill test followed by interview.
13. Applications which are incomplete, unsigned will be rejected summarily.
14. Application in the following format along with attested copies of testimonials and two photographs should reach Project Manager (PRU) at the above address latest by **19.07.2013, 05:00 PM.**

## APPLICATION FORMAT

### Advertisement No. ....

1. Application for the post of \_\_\_\_\_
2. Name            Mr/Ms/Mrs. \_\_\_\_\_
3. Father's/ Husband's Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Age as on 1. 06.2013 \_\_\_\_\_
6. Contact no./ Email \_\_\_\_\_
7. Nationality \_\_\_\_\_
8. Address \_\_\_\_\_
  
9. Category  
(SC/ ST/ OBC/ PH/ Gen) \_\_\_\_\_
10. Qualification (from 10<sup>th</sup> onwards)



For Office use only

Paste latest  
passport  
size colour  
photograph

S.No.	Exam passed	Board/ University	% of marks	Year of passing

11. Computer Knowledge  
(Mention typing speed/ MS Office) \_\_\_\_\_
12. Present salary per month \_\_\_\_\_

13      Experience                      Year .....                      Month .....

S.No.	Position	Name of organisation	Nature of duties	Total period	
				From	To

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me. If any of my statement is found false at any time appointment may be cancelled and legal action may be taken.

Place:

Date:

(Signature of candidate)