

Empanelment for the post of Junior Assistant (Secretarial)

Ref: KITCO-CCN/W/09/2021 (07.12.2021)

Essential:

- DCP with minimum 1 year of experience, including Apprenticeship, in office management and administration field.

Desirable:

- Written and verbal communication ability.
- Excellent multi-tasking and time management skills.
- Experience in MS OFFICE

INSTRUCTIONS TO CANDIDATES

- Candidates are advised to ensure that they fulfil the eligibility criteria as per notification (qualification, experience, etc.) and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of the recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected.
- Screening of applications as per respective cut-off dates will be done with reference to the qualification, work experience, etc.
- Short listed candidates will have to submit scanned copies and also the originals of their credentials during the recruitment process, as shall be intimated.
- The Management reserves the right to call only a limited number of candidates for interview.
- KITCO Ltd. will not be responsible for any delay in submission of application within the specified time.
- The period of appointment to the above posts shall be on a retainership basis as per operational requirements of KITCO.
- The remuneration shall be on a consolidated basis and will be commensurate with the educational qualification and work experience of the candidate, with a minimum of Rs. 12000/- per month.

HOW TO APPLY

Candidates meeting the above eligibility criteria may submit their application as email to career@kitco.in, comprising their detailed CV and scanned copies of credentials in support of fulfilment of the eligibility criteria as mentioned above with the subject of the email as “**Application to the post of Junior Assistant (Secretarial)**”.