

ASSAM CO-OPERATIVE JUTE MILLS LTD.

SILGHAT, P.O. SILGHAT, DISTRICT – NAGAON, PIN – 782 143 (ASSAM)

Phone-94351 65516

E-mail: mdacjml@gmail.com, Website: www.assamcoopjutemill.com .

The Assam Co-operative Jute Mills Ltd. invites applications for the position of "Personal Assistant to Managing Director" (PA to MD) on regular contractual basis for day-to-day operation of the mill.

Sl. No.	Name of Post	Required Qualification	Experience	Age	No. of Post
1.	Personal Assistant to Managing Director (PA to MD) <u>Pay Scale:</u> Rs. 8,000 to Rs. 35,000. Grade Pay Rs. 4,900. Along with other allowances and facilities as admissible. (Total emolument will be Rs. 25, 000/- per month).	Full time Bachelor degree and Minimum one year Diploma in Computer Application. (Specialization in Gen. Administration/ Business Management / Sound drafting and written English communication skill / Public communication etc.) & (Microsoft office, DTP Skill in Assamese / English language)	Minimum 2 years of relevant post-qualification experience. Preference may be given to the candidates having sound experience of drafting govt. office communication and meeting minutes.	Maximum 30 years.	1 (One)

Other Eligibility Criterion, General Information and Instructions:

1. All qualification must be from UGC recognized University/Deemed University of repute.
2. The cutoff date for determining age limit and post qualification experience will be 01-02-2024.
3. Relaxation in experiences may be considered for the deserving candidates at the sole discretion of management.
4. **HOW TO APPLY:**
 - (i) Interested candidates may forward their detail bio-data along with attested copies of certificates/testimonials in support of qualification, age, experience etc. within 15 (fifteen) days from the date of publication of this advertisement.
 - (ii) The application should be send to email id - mdacjml@gmail.com only along with all required attested documents scanned and soft copies of the same. No any other means of sending the application is accepted.
5. The candidates working in Govt. / Semi Govt. / PSUs shall either forward their application through proper channel or shall produce NOC from their present employer at the time of interview. In case the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his/her candidature will not be considered.
6. The prescribed qualification/experience is the minimum and mere possession of the same does not entitle a candidate for written test/interview. ACJML's decision shall be final in this regard.
7. No TA / DA will be paid for attending the written test / interview. The shortlisted candidates will be called for interview through email only.

-Sd-

Dated: 19 – 01 - 2024

Managing Director