

- **Office Assistant**

**No. of post: 01**

State productivity Council – West Bengal invites application from the Candidates in the following criteria :

**Job Location :** Asansol

**Eligibility Criteria :**

1. Minimum educational qualification Higher Secondary
2. Computer literate
3. Age within 45 years as on 31.12.2015

**Desirable:** Experience as office Assistant.

The selected candidates will be engaged on contract basis .

**Walkin interview :** On 1<sup>st</sup> January, 2016 , 03:00 PM onwards at Plot No. 57 , Kalyanpur Housing Estate , Asansol-5.