

GENERAL TERMS AND CONDITIONS

- (a) Name of the Post- Assistant Director (Administration)
- (b) Number of Post- 01 (One)
- (c) Pay Matrix - Rs. 67,700/- To 2,08,700/- (LEVEL 11)
- (d) Age Limit - 40 years (as on the date of advt in Employment News).
- (e) Edu.& other - Post Graduate degree/diploma in Business Admn./
Qualifications Management/Public Administration (2 years full time course) with 10 years experience in Personnel & Administration/Marketing in a reputed organization.
1. Merely filling up the basic selection criteria does not automatically entitled a candidate to be selected or called for interview.
 2. The recruitment process can be cancelled/suspended/terminated without assigning any reason. Decision of Appointing Authority will be final and no appeal will be entertained.
 3. The selection will be subject to medical fitness and verification of character.
 4. Any false declaration or falsification of documents will result in the cancellation of candidature at any stage of the selection procedure or subsequent to the selection.
 5. Two self address envelopes of size 12 cms x27 cms duly affixed with Rs. 5/- postage stamp each be sent with the application.
 6. This Deptt will not be responsible for any delay for postal department/courier service.
 7. The following will invite rejection of application and no representation will be entertained at later stage:-
 - (a) Incomplete application

- (b) Overwriting/cutting/incorrect information
8. Canvassing in any form or breaking extraneous pressure shall lead to dis-qualification.
 9. In no circumstances, application shall be accepted after the last prescribed date.
 10. The original certificates are required for verification at the time of interview.
 11. Attested copies of certificates and testimonials in support of qualifications and experience must be attached with the application form.
 12. The eligible candidates may apply through proper channel alongwith (i) copies of CR dossiers for last 5 years, duly attested, (ii) integrity certificate and (iii) Vigilance clearance.
 13. Number of posts indicated may increase or decrease.
 14. No correspondence will be entertained from the candidate in connection with the process of selection.

(Signature of the Candidate)

FORWARDING

Candidates already employed in Govt. /PSU etc. should get the application forwarded through proper channel.

Date_____

Signature_____

Designation_____

Name & Address_____

of Office
