**Applications are invited from the eligible candidates for the following positions to be filled up purely on temporary basis.**

1. **Name of the Post** – **Secretarial Assistant ( ONE POST )**

**Tenure** – One year (May be extended further subject to performance and

 requirement)

**Remuneration** – Rs. 25,000/- p.m. on consolidated basis.

**Essential Qualification**

**& Experience** – 1) Graduation in any discipline with minimum IInd  class.

 2) Good command over written & spoken English with good

 drafting ability.

 3) Shorthand speed of minimum 120 words per minute.

 4) English Typing speed of 30 wpm & Marathi typing speed of 30 wpm.

  5) Work Experience of 3 years in the relevant field.

 6) MS-CIT or equivalent.

**Age – Between** – 20 to 30 years.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name of the Post** – Project Accounting Assistant **( ONE POST )**

**Tenure** – One year (May be extended further subject to performance and

 requirement)

**Remuneration** – Rs. 25,000/- p.m. on consolidated basis.

**Essential Qualification**

**& Experience**  – 1) B.com from a recognized University with minimum IInd  class.

 2) Knowledge of latest Accounting Software.

 3) MS-CIT or equivalent.

 4) Work Experience of minimum 3 years in Finance & Accounts Dept.

 5) MS-CIT or equivalent.

**Age – Between** – 20 to 30 years.

**General Instructions to Candidates :-**

**1)** Candidates fulfilling the abovementioned requirements should send their applications in own

 handwriting along with all relevant certificates and documents supporting their candidature to

 Assistant Registrar (Administration), Institute of Chemical Technology, Nathalal Parekh Marg, Matunga,

 Mumbai – 400019 on or before June 10, 2012.

**2)** Applications received after the due date will not be considered.

**3)** Candidates will have to attend screening test/interview at their own expenses.

 Registrar