

The Indian Science Congress Association
(A Professional Body under Ministry of Science & Technology, Govt. of India)
14, Dr. Biresh Guha Street
Kolkata 700 017

Recruitment for the Post of Office Assistant III

Adv. No.1783/51E (OA Rec.)/2019-2020

Dated 24th January, 2020

The Indian Science Congress Association invites applications for filling up the following positions:

Name of the Post	No. of Posts	Pay Matrix	Age Limit as on 01/01/2020	Essential Qualification	Desirable Qualification	Category
Office Assistant III	02	Level 2, Index I, Basic Pay of Rs.19,900/- (as per 7 th CPC) Corresponding to Rs.5,200-20,200/-, Grade Pay of Rs.1,900/- (as per 6 th CPC)	U.R. – 30 Years (Relaxation for SC/ST/OBC as per norms)	Higher Secondary or Equivalent with knowledge of computer	Bachelor Degree Knowledge of Accounts/ Accounting Software	U.R. – 02

The posts carry usual allowances in accordance with the rules of The Indian Science congress Association.

The application form can be downloaded from ISCA website, www.sciencecongress.nic.in or obtained from ISCA (Hqrs.) by sending a self-addressed stamped envelope. The application duly filled in the prescribed form and all copies of certificates/testimonials in support of evidences along with two copies of recent passport size photographs and bank draft of Rs.500/- (Rupees five hundred) only payable to “The Indian Science Congress Association” at any Kolkata branch must reach the General Secretary (Membership Affairs.), The Indian Science Congress Association, 14, Dr. Biresh Guha Steet, Kolkata 700 017 on and before 28th February, 2020.

Those are working in Government and Quasi Government organizations and in Public Sector Undertakings should apply through proper channel. Candidates called for interview will not be entitled to any T.A.

Sd/-

(Dr. S. Ramakrishna)
General Secretary (Membership Affairs)