

Name of the Position: Administrative Assistant under AHSS project (JICA)

Name of the Candidate	Date of birth	Age as on the date of advertisement	Qualification	College/University	Experience				
			Graduate in any stream from a recognized institute or University (Mention degree)		Essential		Desirable		
					Minimum 3 years of relevant post qualification experience in Office Administrative/ File Management/ Office Asset Management/ Office Correspondence with Government Projects. (Mention the period and respective organisation)	Period	Name of the Organisation	Experience in Government projects/PSU/Externally aided projects (Mention the period and respective organisation)	Period

Total years of Experience:

I hereby declare that the information provided above is true and correct.

Signature of the candidate