RECRUITMENT NOTICE

Persons with the requisite qualification and & experience will be engaged for a period of 3 months as per details given below. The selection criteria will be Interview and wherever deemed fit by the competent authority in NCISM by written test. Aspirant candidate may submit duly filled in application to the Secretary, NCISM latest by 30/07/2024 afternoon. Application forms and terms & conditions of the engagement may be collected by depositing Rs.500/- with the Accounts Branch.

(a) Executive Accountant (1): B. Com (Pass/Hons) with computer skill or graduate in any other stream with 3 years experience in accounts and proficiency in working in Office applications viz. Excel, Powerpoint, Word etc.. Emoluments Rs.30,000/- p.m.

(b) Manager Accounts (1): Retired Govt officer having experience in supervising of accounts section/department in any of Govt/PSU/AB or Statutory Body. Emoluments Rs.60,000/-p.m.

(c) Office Assistant (4): Graduate in any discipline having capacity of noting and drafting. Knowledge of office procedure. Proficiency in working in Office applications viz. Excel, Powerpoint, Word etc.: Emoluments :25000/-p.m.

(d) Communication Call Agents (2): Graduate. Good Communication skill in Hindi and English. Experience of one year in working in a Helpline Centre. Emoluments :25000/-p.m

(e) Coordinator & Communication Supervisor: Graduate. Good Communication skill in Hindi and English. Experience of two years in working in a Helpline Centre. Emoluments :28000/-p.m

(f) MTS (1): Matric. Emoluments Rs.20,000/-

(g) JTO (Ayurveda) (3): B.A.M.S. from any recognised Institute/University.
Emoluments :35000/-p.m.

(h) JTO (Unani) (1): B.U.M.S. from any recognised Institute/University.
Emoluments :35000/-p.m.