



MSME TECHNOLOGY DEVELOPMENT CENTRE
(Process & Product Development Centre)
Govt. of India Organization under M/o. MSME
Foundry Nagar, Agra (U.P.) – 282 006



**Applications are invited for engagement of Office Assistant
purely on Fixed Term Contractual Basis for
EXTENSION CENTRE - RAJKOT**

Extension Centre – Rajkot, MSME TDC (PPDC) invites the application for engagement of Office Assistant purely on Fixed Term Contractual basis.

Name of Position :- Office Assistant {1 No.}

Qualification :- Graduate in any subject / discipline from recognized university

Experience :- Min. 1-2 Years {Preferably, Experience in Office Work, Maintenance of Documents & Records, Data Uploading etc.}

Desirable :- Experience in Counselling & Mobilizing participants for Training Programmes and imparting training on MS Office / Accounting with Tally / Graphic Design / Computer Hardware Networking etc.

Location :- MSME Technology Development Center (PPDC), Extension Centre – Rajkot

Eligible Candidates may apply through Application Form along with the Scan copy of Academic & Experience Certificates on the below mentioned Website;

WWW.PPDCAGRA.DCMSME.GOV.IN

Application must be mailed within 07 Days from the date of publication of this advertisement. (PRINCIPAL DIRECTOR)