To

The Director,
Indian Institute of Crop Processing Technology,
Pudukkottai Road, Thanjavur – 613 005.

No.SREE SVS/IICPT/TNJ/HK/TEND/2014-16/60 Dated at Trichy-3 the 30/09/2016

Respected sir,

Sub: Requisition for publishing of interview notice in IICPT official website—reg.

As per your requirement, we need to provide the contractual staffs for the following posts.

(1) Receptionist – 1 No.
(2) Hindi Translator – 1 No.
(3) Assistant – 1 No.

In this regard, we need to select the candidates for the above posts through interview. So we have prepared one detailed interview notice. (copy of the same is enclosed herewith)

It is requested to publish the above interview notice in your official website to select the suitable candidate through interview please.

Thanking you,

Yours faithfully,

For SREE SERVICES

Managing Partner
WALK - IN - INTERVIEW

Interested candidate are invited to appear for Walk-in-interview (on purely temporary basis) on 13.10.2016 at 10.00am for the following outsourcing post at IICPT, Thanjavur. The detailed information is furnished below.

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Salary</th>
<th>No. of Posts</th>
<th>Qualification</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist</td>
<td>Rs.15000/-</td>
<td>1</td>
<td>First class Graduate / Postgraduate in any subject Proven oral written communication skills in English.</td>
<td>One year as Public Relation Officer or Receptionist in reputed organization. BBA / MBA with knowledge in computers. Hindi knowledge is desirable.</td>
</tr>
<tr>
<td>Hindi Translator</td>
<td>Rs.12000/-</td>
<td>1</td>
<td>Bachelor’s Degree of a recognized University in Hindi with English as a compulsory or elective subject.</td>
<td>Experience in Translation work from English to Hindi, Hindi to English and work relating to implementation of Rajbhasha Norms.</td>
</tr>
<tr>
<td>Assistant</td>
<td>Rs.12000/-</td>
<td>1</td>
<td>First class Graduate in any subject with knowledge in computers.</td>
<td>Three years experience in Office administration in a reputed firm. Diploma in computer application / Certificate in Tally Software</td>
</tr>
</tbody>
</table>

1. The appointment will be on purely temporary basis through third party (Outsourcing Agency).
2. All Qualification, Experience and Age Limit will be recognized as on the date of walk-in-interview.
3. The age limit is 35 years for men and 40 years for women as on the date of Interview
4. Any dispute with regard to the selection process will be subject to Courts / Tribunals having jurisdiction over Thanjavur.
5. Candidates appearing for interview will have to produce original documents (along with photocopy of each duly self attested) in support of all the particulars mentioned in their application form regarding educational qualification, experience and other claims.
6. No TA/DA will be paid to attend the Interview.