

	<h2>Kolkata Metro Rail Corporation Limited</h2> <p>(A Govt. of India Undertaking)</p> <p>KMRCL BHAWAN, Munsii Premchand Sarani, Kolkata-700021  Telephone: 033-2213-4345, 033-2213-4342(Telefax), FAX:033-2213-4380. Website:www.kmrc.in</p>
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No. KMRCL(MD)-169/1A-7/2009

Dated: 01.05.2013

Kolkata Metro Rail Corporation Limited (KMRCL), a Govt. of India Undertaking, set up to implement the East West Metro Corridor Project at Kolkata, invites applications for the post of Personal Assistant on contractual basis as per the terms and conditions detailed below:

1.	Name of the Post	Personal Assistant
2.	No. of Post	4(four)
3.	Qualification	Graduate from a recognized University.
4.	Responsibilities	Taking dictation, typing, movement of files, receipts & dispatch, file maintenance & house keeping.
5.	Experience	Recently retired employees of Central/State Government/PSU / private concerns having at least 20 years' experience as Stenographer. Knowledge of using computer for Word Processing, Excel Internet and E-mail is compulsory.
6.	Desirable	Experience in working with top management in Central/State Govt./PSU/private concerns.
7.	Age limit	63 years on 1 <sup>st</sup> May, 2013.
8.	Tenure	Initially 1(one) year extendable up to attaining the age of 65 on satisfactory performance in each year.
9.	a) Emoluments b) Perks	As per rules of KMRCL.

**NOTE:**

1) Application furnishing a comprehensive bio-data including name, father's name, date of birth, postal address, details of qualification and

experience (covering organization, designation and emoluments drawn) supported by attested copies of documents along with one copy of recent passport size photograph, duly affixed on the application, and a non-refundable bank draft of Rs.100 (Rupees One hundred) only in favour of 'Kolkata Metro Rail Corporation Limited' in a sealed envelope superscribed with "Application for the post of P.A.-cum-Stenographer on contractual basis" should reach the Managing Director, Kolkata Metro Rail Corporation Limited, KMRCL BHAWAN, (2<sup>nd</sup> & 3<sup>rd</sup> Floors), HRBC Office Complex, Munshi Premchand Sarani, Kolkata-700021 by **31.05.2013 within working hours.**

2) Candidates belonging to Scheduled Caste/Scheduled Tribe category need not submit a non-refundable bank draft of Rs.100 (Rupees One hundred) only.

3) Applications received late/incomplete and/or without bank draft will not be entertained.

Managing Director  
Kolkata Metro Rail Corporation Limited