

Date: **8.11.2024**

Walk-In Interview

Applications are invited from eligible candidates for the following positions at KolGO Trg.

Applications are invited for the interview, at **KolGO Trg Research Office**. The Candidates may download the application form (Annexure-I) from <https://www.kolgotrg.org/vacancy/> and carry the duly filled in form along with one set of photocopies of certificates and one latest passport size photograph and all the Original Certificates for verification failing which their candidature cannot be considered for Interview.

Candidates are requested to send their CV on hr@kolgotrg.org Shortlisted candidates will be contacted for further process of face to face interview.

The candidates have to make their own arrangements for attending the interview. The applicants are advised to visit our website regularly for any updates and changes in the recruitment process.

(For exceptional circumstances, a virtual interview may be arranged on request.)

1.	Name of the Position	ADMIN ASSISTANT & PA TO DIRECTOR
	No of vacancies	01 (Kolkata)
	Essential Qualifications	Supporting Staff to be recruited for the below mentioned post (The most relevant and desirable candidates/positions will be shortlisted by the screening committee):- ADMIN ASSISTANT & PA TO DIRECTOR [A bachelor's Degree in any field is required, along with proficiency in Microsoft Office, Advanced Excel skills are an added advantage.]
	Age	Age relaxation is admissible for experienced and skilled persons.
	Remuneration	Rs.15,000 per month (all inclusive) subject to TDS, Profession Tax and other statutory deductions, if any, as applicable from time to time.
	Tenure	Initially 6 months. Can be extended upon satisfactory performance up to the duration of the grant/ availability of funding.
	Place of work	The candidate must be flexible to work at multiple sites of KolGO Trg within India
	Roles & Responsibilities	ADMIN ASSISTANT & PA TO DIRECTOR: 1. Email coordination. 2. Rock (MDT) patient coordination. 3. Office management.
	Date	20th Of November 2024.
	Venue	KolGO Trg Research office, Flat-1B, DD-92, Street-271, New Town AA-1, Kolkata-700156

Terms and Conditions:-

- 1) The above positions are on a temporary basis only.
- 2) The Director & Appointing Authority has the right to accept / reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. The selected candidate should work at least for a period of two months failing which the salary drawn by him / her has to be refunded.
- 3) The engagement can be terminated with one-month notice from either side without assigning any reason.
- 4) Candidates already employed should submit a "No Objection Certificate" from their present Employer / PI at the time of interview failing which he / she will not be allowed to appear for Interview.
- 5) Since, the positions is / are temporary; the incumbents selected will have no claim for regular appointment at the organization or continuation of his / her services in any other project.
- 6) Other allowances like CCA, LTC, Medical Claim and PF are not applicable.
- 7) The results of the final selection will be placed on websites and personal mails.
- 8) The recruited project staff is eligible for leave as per ICMR project recruitment guidelines and will have to give the undertakings before joining.
- 9) At the time of joining duty, the candidates should bring all original certificates of educational qualifications (from SSC onwards), *No Objection Certificate from present employer* (compulsory), Experience, Aadhaar Card, Community and PWD Certificate (if applicable) for availing age relaxation, passport size photograph along with one set of photocopies of the certificates duly attested (can be self-attested) for verification.
- 10) The conditions of employment are as per Project Recruitment guidelines issued.
- 11) Qualifications should be from recognized Institutions / Universities only.
- 12) Experience certificate should clearly state the nature of work during the period of employment. Experience in the relevant discipline / field should be from a reputed institution / organization recognized by the relevant authority.
- 13) All positions are contractual for the duration offered and likely to continue till completion of the Project.
- 14) The Director reserves the right to increase or decrease the number of positions or cancel the recruitment or re-advertise the positions at any time, without assigning any reasons thereof. No correspondence will be entertained in this regard.
- 15) Date of Interview may be changed due to administrative reasons. Hence, candidates are advised to check the website before appearing for the Interview / written test.
- 16) Canvassing and bringing pressure in any form for Interview and employment will be a disqualification and such candidates will be barred from selection process.
- 17) Candidates applying for more than one position should separately apply for each position.
- 18) Post qualification experience i.e. experience from the date of completion of minimum essential educational qualification shall only be counted.
- 19) Submission of incorrect or false information shall disqualify the candidature at any stage.
- 20) Since the positions are purely on a temporary basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc. will be available to the appointee.
- 21) Age, Qualification, Experience etc., will be reckoned as on the date of Walk-in-interview
- 22) No TA / DA will be given for attending the Walk-in-interview / written test.
- 23) Mere fulfilling the essential qualification / experience will not bestow any guarantee of selection.
- 24) Candidates, who fail to bring the original certificates at the time of joining, will not be allowed to join the selected position. Candidates reporting after the scheduled date / time will also not be allowed to appear in the interview.

Annexure-1 (APPLICATION FORM)

1. Name of the applicant (in full block letters)
2. Father's /Mother's Name.....
3. Date of Birth
4. Age.....
5. Category.....
6. Gender (Male/Female)
7. Present Address (with pin code)

Paste self-
attested recent
coloured
passport size
photograph

8. Permanent address (with pin code)

9. Email ID

10. Mobile No

11. Academic & professional Qualification (Starting From Higher Secondary)

No.	Name of the Exam	Board/University /College	Year of Passing	Percentage of Marks
1.				
2.				
3.				
4.				
5.				

12. Details of experience – starting with the current/ most recent one

No.	Organization Name	Designation	From	To	Last Salary Drawn	Reason for Leaving

*Additional information may be provided on separate row/column/sheets.

13. Total experience in years
14. Knowledge of computer.....
15. Any other information

DECLARATION

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge & Belief. If anything found wrong/Incorrect, my candidature stands canceled.

(Signature of the Applicant)

Name.....

Place.....

Date