

## Invitation of application for Direct Recruitment in CCI

### CORRIGENDUM FOR THE POSTS OF OFFICE MANAGER

Details of Vacancies, Eligibility Conditions, reservations applicable etc.

S.No	Name of the post	Category	Age Limit	Total number of posts	Number of reserved posts
7.	OFFICE MANAGER ( FINANCE & ACCOUNTS )			3	7 for General 5 for OBC* 1 for SC* 1 for ST*
8.	OFFICE MANAGER ( CORPORATE SERVICE)	Support Staff	28 yrs	11	(* backlog vacancies)
9.	OFFICE MANAGER ( LIBRARY SERVICES)			1	The reservation is applicable on total 15 posts

**PAY BAND & GRADE PAY: Rs.9300 - 34800 + Grade Pay Rs.5400**

#### **ELIGIBILITY / QUALIFICATION / EXPERIENCE FOR THE ABOVE POSTS**

##### **7. OFFICE MANAGER (FINANCE & ACCOUNTS)**

**Essential:**

- (i) Bachelor's Degree in Commerce or equivalent with three year experience or
- (ii) Bachelor's Degree or equivalent in any discipline from a recognized university with one year diploma in Accounting / Finance; / Cash and Accounts Course of Institute of Secretariat Training and Management or equivalent; and with three years experience in the relevant field.

##### **8. OFFICE MANAGER (CORPORATE SERVICE)**

**Essential:**

- (i) Bachelor's Degree or equivalent in any discipline from a recognized university;  
and
- (ii) Diploma/ Certificate course in Human Resource Management / Secretarial Practices, or equivalent; and with three year's experience in the relevant field.

**Desirable:**

Master's Degree or equivalent with one year Diploma in Human Resource Management / Secretarial Practices or equivalent.

##### **9. OFFICE MANAGER (LIBRARY SERVICES)**

**Essential:**

- (i) Bachelor's Degree in Library Science or equivalent

**Experience:**

Three years post qualification experience in the field of library and information services.