



CENJOWS

VACANCY NOTICE OFFICE ASSISTANT AT CENJOWS

The CV must include the following details:-

- (a) Name.
 - (b) Father's/ Mother's Name.
 - (c) Residential Address.
 - (d) Mobile No and Aadhar No.
 - (e) E-mail details.
 - (f) LinkedIn profile reference if such a profile exists.
 - (g) Availability of Laptop.
 - (h) Capabilty of typing with reasonable accuracy and speed
 - (j) Educational qualifications (Attach proof).
 - (k) Important courses (only in case of defence veterans).
 - (l) Willingness to come to CENJOWS office for work on all days.
 - (m) Exposure in similar organisations, if any.
 - (n) Availability of Passport -Yes/No. Passport Number if the answer is Yes.
 - (o) Visit details to foreign countries in the last three years (01 Mar 22 – 28 Feb 25).
 - (p) Any other details including higher qualifications/exposures.
- Remuneration will be discussed.

Received applications will be scrutinised and shortlisted candidates will be interviewed 'online' and/OR 'offline' as per the requirement.

The Application should be emailed to cenjows@cenjows.in with a copy to dg@cenjows.in by 31 Mar 2025.

LAST DATE OF APPLICATION 31 MAR 2025



VACANCY NOTICE OFFICE ASSISTANT AT CENJOWS

CENJOWS advertises a vacancy for the post of **Office Assistant:-**

Interested applicants must meet the following QR:

- (a) Must be able to handle office work independently.
- (b) Must be able to take down notes and type them thereafter.
- (c) Experience in similar assignments will be preferred.
- (d) Minimum Educational Qualification: 10+2.
- (e) Capable of handling computers and other IT Peripherals including typing, making power point presentation etc.