

**FOOD CORPORATION OF INDIA
HEADQUARTERS
16-20, BARAKHAMBA LANE
NEW DELHI-110001**

**ADVERTISEMENT FOR ENGAGING PERSONAL ASSISTANTS, PERSONAL
SECRETARIES, MANAGERS/AGMs (PROMOTED FROM THE POST OF STENO)
RETIRED FROM GOVT. /PSUs ON CONTRACTUAL BASIS**

Applications are invited from personal assistants, personal secretaries, managers/AGMs (promoted from the post of steno) who have retired from Central Government/State Government/PSU on a purely temporary and contractual basis in Food Corporation of India as per terms and conditions given below as per Annexure-I. Application form (**Annexure-II**) duly filled-in in all respects should reach at Food Corporation of India, 16-20, Barakhamba Lane, New Delhi-110001 within 15 days of the advertisement on FCI website i.e. **upto 14.02.2020 at 6.00 p.m.**

1	Age	Below 65 years. Upper age limit for making application is 64 years on closing date (last date of application)
2	Educational Qualification	Minimum qualification required – Graduation with knowledge of shorthand and typing.
3	Remuneration	Consolidated amount of Rs.40,000/- per month
4	Duration of appointment	Initially may be for a period of 06 months and extendable.
5	Number of vacancies	05 (Five) which may increase/ decrease at any stage.
6	Place of posting	Food Corporation of India, Hqrs, New Delhi
7	Preference	Candidates who have worked in FCI/Central Government shall be preferred.
8.	Working Hour	From 09.30 hrs to 18.00 hrs on all week days (Monday to Friday) except holidays.

Interested candidates may apply in the prescribed proforma (**Annexure-II**) (in type-written format only) and attested copies of their educational certificates and other documents etc. have to be sent to the above mentioned address or through email on gmpe.fci@gov.in followed by hard copy within the stipulated time.

Date and time of skill test will be informed by post/ email.


GENERAL MANAGER (PE)

