



Power Sector Skill Council

CBIP Building, 2nd Floor, Malcha Marg, Chanakyapuri, New Delhi - 110021

Advt. no. HR/OA-PSSC (A) / 04/2023-24, Dated 13/04/2023

Requirement of Office Assistant (Purely on Contract basis)

Position:	Office Assistant – 1 No.	
Educational Qualification:	Essential	<ul style="list-style-type: none">Any graduate degree and certificate in IT / Computer applications
	Desirable	<ul style="list-style-type: none">Knowledge of MS Word, Excel etc.
Nature of Employment:	Contractual. Initially for one-year, extendable based on performance and requirements.	
Age:	Below 30 years as on Last Date of Application	
Remuneration	Rs. 22,200 (Rupees Twenty Two Thousand Two Hundred only) per month all Inclusive.	
Last Date to Apply	17 th April, 2023	
How to Apply:	<p>Interested applicants may send their CV to secretary@psscindia.org . If called for the interview, the applicants will have to submit self-attested copies of all documents and show the original documents at the time of interview.</p> <p>Canvassing in any form will disqualify the candidate(s). Only Indian Nationals are allowed.</p>	