

उत्तर-पूर्वी अंतरिक्ष उपयोग केंद्र / North Eastern Space Applications Centre
भारत सरकार / Government of India, अंतरिक्ष विभाग / Department of Space
 उमियम / Umiam - 793103, मेघालय / Meghalaya, Tel: 0364 - 2570140/ 2308760/ 2308764

Advt. No.NESAC/RMT-R/03/2020

Date: 01.09.2020

APPLICATION FOR ASSISTANT AND JUNIOR PERSONAL ASSISTANT
(OPENING DATE: 02.09.2020 - CLOSING DATE: 05.10.2020)

North Eastern Space Applications Centre (NESAC), Department of Space (DOS) is looking for young, dynamic and dedicated candidates for filling-up the posts of Assistant and Junior Personal Assistant, in Level 4 of the Pay Matrix (₹ 25500 - ₹ 81100) in NESAC, Umiam, Meghalaya. Details of vacancies are as under:

Post No.	Name of the post	No. of Vacancy & Category	Eligibility	Mode of Selection
01	Assistant	02 [01 – ST (Scheduled Tribe) & 01 – UR (Unreserved)]	Graduation in Arts/ Commerce/ Management/ Science/ Computer Applications with First Class, as declared by the University. WITH Knowledge in the use of Computers.	Two level recruitment process [[1) Written Test and (2) Skill Test (Computer Literacy)]
02	Junior Personal Assistant	01 [01 -UR (Unreserved)]	Graduation in Arts/ Commerce/ Management/ Science/ Computer Applications with First Class, as declared by the University AND A minimum speed of 80 w.p.m in English Stenography WITH Knowledge in the use of Computers. OR Diploma in Commercial/ Secretarial Practice with First Class with one year experience as Steno-Typist/ Stenographer AND A minimum speed of 80 w.p.m in English Stenography WITH Knowledge in the use of Computers.	Two level recruitment process [[1) Written Test and (2) Skill Test (in English Stenography)]

For detailed advertisement regarding age, qualification, terms and conditions, etc., Please visit the NESAC website <http://www.nesac.gov.in>. Corrigendum/addendum, if any, will be published only in the website. Detailed advertisement will be uploaded in the NESAC Website on **02.09.2020**.

Sd/-
Sr. Admn. Officer