

# INDIAN SCIENCE NEWS ASSOCIATION

92 Acharya Prafulla Chandra Road,  
Kolkata-700 009

The Secretary, Indian Science News Association (ISNA) invites applications on plain paper from Indian Citizens for a temporary position of an Office Assistant (contractual) with a consolidated amount of Rs. 12,000/- per month in the office of ISNA and the editorial office of *Science and Culture*.

The person will be responsible to offer all sorts of assistance to the editorial office of *Science and Culture* and administrative and accounts matter of Indian Science News Association.

**Age:** Preferably less than 40 years

## **Qualifications:**

- i) Science / Commerce graduate with adequate computer background
- ii) some experience in using current version of Microsoft Office (Word, Excel, PPT) in preparing reports, notes, etc, computer applications, networking, financial accounting and administration
- iii) Good writing and communication skills are desirable.

Relaxation of age and qualifications may be allowed by the Council, Indian Science News Association, Kolkata.

Applications giving full bio-data of the candidates with a passport size photograph affixed on the right hand top corner of the application containing the following particulars along with copies of certificates and testimonials should be submitted to the office of the Indian Science News Association, at 92 A. P. C. Road, Kolkata-700 009 latest by 10.10.2018.

Application must include (1) Name of candidate in block letters (2) Father's Name (3) Date of birth (4) Present and Permanent address with mobile number and e-mail id (5) Details of academic qualifications with relevant documents (6) Details of previous employment, if any, giving name of the employer, post held, period of service, salary etc.

The Indian Science News Association reserves the right to reject any/all applications without assigning any reason what-so-ever .

Secretary

Indian Science News Association