



INDIAN KAYAKING & CANOEING ASSOCIATION

Registered under the Societies Registrations Act XXI 1860

Recognised by : Ministry of Youth Affairs & Sports Department, Govt. of India, New Delhi

Affiliated to :



Ref no: IKCA/RES/46/2017

Date: 29.07.2017

EMPLOYMENT NOTIFICATION

Application are invited for appointment for the post of office Assistance on Contract basis for one year (May be extended) at Delhi/Bhopal on monthly Salary.

POST	Academic Qualifications	Salary INR
Office Assistance cum Computer operator Cum Accounts & Administrator	Under Graduate/Post Graduate with English or having good knowledge English writing, short typing and speaking, MS office, Excel outlook, Internet, facebook, tally entries , Data Entries, designing etc. Cash book entries, maintenance of stock register. Having knowledge of Games and Sports, Canoeist , Working experience in sports federation or IOA Preferred. (Retired person can also apply)	Rs 30,000/- (Negotiable) Income tax deduction & other Govt. rules applicable

How to apply:- Candidates satisfying all the conditions of eligibility shall submit their application the format (annexure -1) with self attested copies of all relevant documents ie. Proof of age, educational qualification, experience must be enclosed along with application form.

Last date for receipt of application in all respect is 13.8.2017, with a bank draft of Rs. 500 directed by the name of Indian kayaking and Canoeing Association New Delhi.

Thanking You,


(Balbir Singh Kushwaha)
Secretary General