



JOB NOTICE



(HIRING OF OF CLERK (IT QUALIFIED) (MALE/ FEMALE)ON CONTRACTUAL BASIS)

Himalayan Mountaineering Institute, Darjeeling (WB) invites application from qualified candidates for the position of Clerk (IT qualified) on a contractual basis. The selected candidate will be responsible for providing for clerical Task.

- Position** : Clerical (Male/Female) (contractual)
- Location** : Himalayan Mountaineering Institute (HMI)
- Duration** : From 01 March and extendable on work performance.
- Remuneration** : Pay & Allces applicable as per West Bengal Rules.

Key Responsibilities :

- Provide the official work knowledge and experience.
- Professionalize in typing in english, hindi.
- Ensure proper maintenance of official documents.
- Coordinate with the superior to maintain the official task in proper way.

Eligibility Criteria :

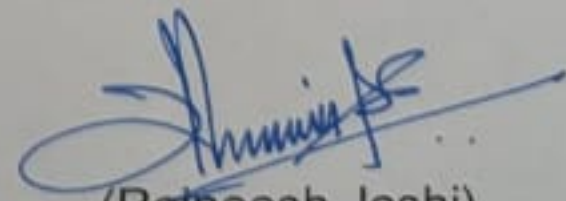
- Qualification : Civil Education - Graduate
- Thorough knodlwedge of Power Point, MS Word Excel etc
- Content Writing.
- Working knowledge in English / Hindi typing.

Application Process :

Interested candidates may submit their applications along with a detailed resume, copies of relevant certificates, and a recent passport – size photograph to hmidarj@gmail.com by **20 Feb 2025**. The dates for interview will be intimated susequently.

For any queries, please contact **7602215312**.

Himalayan Mountaineering Institute (HMI), reserves the right to reject any application without assigning any reason.


(Rajneesh Joshi)
Col
Principal