

BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Under Ministry of HRD, Deptt. of Higher Education, Govt. of India

Block-EA, Sector-I, Salt Lake City, Kolkata – 700064, Website : www.bopter.gov.in E-mail : inf@bopter.gov.in



RECRUITMENT NOTICE

Advertisement No. BOPT/01/2020/Rectt.

Board of Practical Training, (Eastern Region) [(BOPT(ER))] invites applications from eligible candidates for the following posts:

Post Code	Name & Classification of the Post	No. of vacancies & Category	Pay Level (as per 7th CPC)	Qualification(s) & Experience	Maximum Age (as on Closing date of Application i.e. 23 April 2020)
01	Junior Accountant (Group 'B')	1 (Unreserved)	Level 6 (₹35400/- to 112400/-)	Essential: (i) Degree of recognized university/institute, (ii) 2 years experience in cash, Account and Budget work in a Govt. Office/PSU/Autonomous/statutory body. Desirable : (Experience) Preference will be given to those who have proficiency in Accounting procedure on ERP.	30 years
02	Stenographer Grade-II (Group 'C')	1 (Unreserved)	Level 4 (₹25500/- to 81100/-)	Essential : (i) 12th Class pass or equivalent from a recognized Board or University (ii) Skill test norms- Dictation: 10 min @80 w.p.m., Transcription: 50 min (Eng), 65 min (Hindi) (on computer)	27 years
03	Lower Division Clerk (Group 'C')	1 (OBC)	Level 2 (₹19900/- to 63200/-)	Essential : (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi on computer.	27 years
04	Multi-Tasking Staff (Group 'C')	1 (Unreserved)	Level 1 (₹18000/- to 56900/-)	Essential: (i) Matriculation or Equivalent pass or ITI pass.	25 years

The information Bulletin containing this Recruitment Notification, Maximum age, Qualification, Experience, Memorandum of Procedures (MoP) of recruitment, Rules & Regulations for recruitment, General Instructions on 'How to submit application' for the candidates will be available w.e.f., 23.03.2020 (10:00Hrs) on website of BOPT(ER) Kolkata www.bopter.gov.in under the link 'Career'. **DIRECTOR**