

**NATIONAL COIR RESEARCH AND MANAGEMENT INSTITUTE**  
**(NCRMI)**

**NOTIFICATION**

NCRMI/EST/002/15

16.4.2015

Applications are invited for the post of **Office Assistant** on contract basis in National Coir Research & Management Institute (NCRMI). The qualifications and number of post are given here under:

Qualifications	Age Limit	Remuneration	No. of post
B.Com – 2 <sup>nd</sup> class & DCA/PGDCA from a Govt. recognized Institution or M.Com with Computer literacy	35 years (on closing date of application)	Rs. 10,000/-	1 No.

Candidates may forward their application in the prescribed format to be downloaded from [www.ncrmi.org](http://www.ncrmi.org) and send to the Director, National Coir Research & Management Institute (NCRMI), Kudappanakunnu, Thiruvananthapuram – 695 043 (Ph.No. 0471 - 2730788) along with copies of certificates with respect to proof of age, qualifications, experience etc. latest by 5.5.2015.

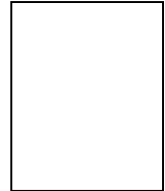
DIRECTOR  
NCRMI

**NATIONAL COIR RESEARCH & MANAGEMENT INSTITUTE (NCRMI)**

Kudappanakkunnu, Thiruvananthapuram – 695 043

Ph: 0471-2730788

**Advt. No. & Date .....**



<b>POST APPLIED FOR:</b>				
1. Name in full (Block letters)				
2. Father's Name				
3. Date of Birth/Age (as on 5.5.2015)				
4. Sex				Male/Female
5. Nationality				
6. Religion/Caste/Community (In the case of reserved categories the attested copy of the certificate issued by the competent authority should be attached)				
7. Whether SC/ST/OBC				SC / ST / OBC
8. Address for communication				
District				
State				
Pin Code				
Phone No.				
9. Permanent Address				
10. Educational Qualifications				
Sl.No.	Qualification	Board/University	Year of passing	% of marks obtained

11. Experience (Copy should be attached)				
Sl.No.	Name of Employer	Designation	Period worked	
			From	To
12. Details of Certificates/Documents enclosed				

**DECLARATION**

I ..... hereby declare that the information given above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false/incorrect, my candidature will be cancelled without notice.

Place :

Date :

Signature of Candidate