



No. A/34048/C-6/CAO/R-1  
GOVERNMENT OF INDIA

## Ministry of Defence

Office of Joint Secretary  
& Chief Administrative  
Officer

Room No. 172, E- Block  
Dara Shukoh Road  
New Delhi -110011

Dated: 26 -10-2018

### Cancellation of Vacancy Circular

This is hereby notified that  
the Vacancy Circular and  
Vacancy Circular  
(Corrigendum) for filling up of



## 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](http://www.bopter.gov.in), E-mail : [inf@bopter.gov.in](mailto:inf@bopter.gov.in)



### RECRUITMENT NOTICE

Advertisement No. BOPT/02/2018/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. 17.12.2018)
01	Office Superintendent (Group 'C')	1 (Unreserved)	Level 6 (Rs.35400/- to Rs.112400/-)	<b>Essential:</b> (i) A degree of recognized University, (ii) Knowledge of Govt. rules and regulation, (iii) Working knowledge in Hindi, (iv) At least 10 years working experience in Govt. office/ Autonomous organization. Preference will be given to those who have sufficient experience at supervisory capacity. <b>Desirable:</b> Knowledge in computerized working environment especially in LAN, ACCESS and VISUAL BASIC.	40 Years
02	Stenographer Grade-II (English) (Group 'C')	1 (Unreserved)	Level 6 (Rs.35400/- to Rs.112400/-)	<b>Essential:</b> (i) Matriculation or equivalent; (ii) Typing speed of 40 wpm on computer and Shorthand speed 100 wpm; (iii) Stenographers who have rendered at least 5 years service as Stenographers preferably in Govt./Autonomous organization etc. <b>Desirable:</b> (i) Candidates having Bachelor's Degree or equivalent preferred; (ii) Should possess proficiency in Secretarial function through computers.	40 Years
03	General Assistant (Group 'C')	1 (Unreserved)	Level 5 (Rs.29200/- to Rs.92300/-)	<b>Essential:</b> (i) Must have Bachelor's Degree, (ii) At least 5 years experience in Technical Education, Administration / compiling of data, preferably in a Govt. Department / Autonomous Organization etc. <b>Desirable:</b> (i) Proficiency in Computer Application.	40 Years

The detailed 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 wef 17.11.2018(10:00Hrs) on website of BOPT(ER) Kolkata [www.bopter.gov.in](http://www.bopter.gov.in) under the link 'Career'.

DIRECTOR

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