



# 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/01/2018/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 7 <sup>th</sup> CPC)	Qualification(s) & Experience	Maximum Age (as on Closing date of Application i.e. 14 August 2018)
01	Stenographer Grade II (Group 'C')	1(Unreserved)	Level 6 (Rs.35,400/- to Rs.1,12,400/-)	<b>Essential</b> : (i) Matriculation or equivalent, (ii) Typing speed 40 w.p.m. and Shorthand speed 100 w.p.m., (iii) Stenographers who have rendered at least 5 years' service as Stenographer in Govt./Autonomous bodies etc. <b>Desirable</b> : (i) Candidates having Bachelor's degree or equivalent preferred, (ii) Should possess proficiency in Secretarial function through computers.	35 years
02	General Assistant (Group 'C')	1(Unreserved)	Level 5 (Rs.29,200/- to Rs.92,300/-)	<b>Essential</b> : (i) At least a Second class in Bachelor's Degree in Arts, Science or Commerce, (ii) At least eight years' experience in Technical Education Administration/compiling of data on technical personnel in a Govt. Department/autonomous organization. <b>Desirable</b> : (i) Should have proficiency in Computer application through software.	35 years
03	Upper Division Clerk (Group 'C')	1(Unreserved)	Level 4 (Rs.25,500/- to Rs.81,100/-)	<b>Essential</b> : (i) Graduate, (ii) Working knowledge in Hindi. <b>Desirable</b> : (i) Knowledge of typing, (ii) 5 year's experience in Govt. or Non-Govt. office, (iii) Certificate course in Computer of Minimum Six Months Duration	32 years
04	Lower Division Clerk (Group 'C')	1(Unreserved)	Level 2 (Rs.19,900/- to Rs.63,200/-)	<b>Essential</b> : (i) Matriculation or equivalent, (ii) Knowledge of typing with a minimum speed of 30 w.p.m. <b>Desirable</b> : (i) Certificate Course in Computer of Minimum Six Months Duration.	30 years
05	Lower Division Clerk (Group 'C')	1(Unreserved) (Reserved for PWD-OH category)	Level 2 (Rs.19,900/- to Rs.63,200/-)	<b>Essential</b> : (i) Matriculation or equivalent, (ii) Knowledge of typing with a minimum speed of 30 w.p.m. <b>Desirable</b> : (i) Certificate Course in Computer of Minimum Six Months Duration.	30 years
06	Multi-Tasking Staff (Group 'C')	1(Unreserved)	Level 1 (Rs.18,000/- to Rs.56,900/-)	<b>Essential</b> : (i) Matriculation or Equivalent pass or ITI pass. <b>Desirable</b> : (i) Knowledge of Office equipment handling, housekeeping etc.	25 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 15.07.2018(10.00Hrs) on website of BOPT(ER) Kolkata [www.bopter.gov.in](http://www.bopter.gov.in) under the link 'Career'.