

WAPCOS LIMITED
(A Government of India Undertaking)
(76-C, Sector-18, Institutional Area, Gurugram, Haryana)

No. WAP/5/799/2019/Hyderabad

Date: 22.10.2019

WAPCOS Limited requires one Junior Assistant (Admin) at Project Office, Hyderabad on regular basis for project assignments. The requisite qualifications, minimum experience, age and pay package for the post is as under:

Sl. No	Name of the Post and pay Scale	No. of post	Maximum Age (As on 01.10.2019)	Minimum Experience (As on 01.10.2019)	Qualification
01	Junior Assistant (Admin) in the pay scale of Rs.19,000-66,000 (Revised IDA)	01	45 years	15 years working experience in the field of general administration.	BA from a recognized university

- Incumbents will be entitled for CPF as per rules of the Company.
- Applicants are requested to submit the following fee in the form of demand draft drawn in favour of WAPCOS Ltd payable at **Gurugram** along-with the application form:
 - Rs.1000/- in case of General/OBC candidates
 - Rs.500/- in case of SC/ST/PWBMD and female candidates
- Those who are working in Govt. Departments/PSUs/Autonomous Bodies are required to apply through proper channel or produce no objection certificate at the time of Personal discussion.
- Management reserves the rights to fix the criteria to restrict the number of candidates to be called for Personal discussion.
- No residential accommodation will be provided. However, HRA will be provided as per rules of the Company.
- Before submission of application, the candidate must ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- Age relaxation for SCs/STs/OBCs and PWBMDs will be as per Government rules.
- CVs should be in the prescribed profoma **along with photocopies of documents in support of date of birth, qualification, experience and proof of category etc. in case of candidate belonging to reserved category** and post applied for should be superscribed on the envelope of the application.
- The number of post may vary as per the requirements of the projects of the Company
- SC/ST/PWBMD candidates coming from outstation for appearing in the Skill Test/Personal discussion will be paid rail/bus fare by the shortest route as per rules on production of tickets/proof.

Cont...2/-

- **The post of Junior Assistant (Admin) is for Projects Assignments and the candidate selected will be liable to be posted anywhere in India & Abroad.**
- The mere fact that a candidate has submitted his/her application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for the engagement.
- The Applicants should have valid Indian Passport will be required at the time of joining.
- The Company will not be responsible for any postal delay within the specified time.
- Interested candidates fulfilling the eligibility criteria may send their CV in the prescribed proforma in an envelope superscribing **post applied for Junior Assistant (Admin)** within 21 days from the date of advertisement i.e. on or before 11.11.2019 :

**Chief Project Director, WAPCOS LIMITED,
Koti's Court, 4th Floor, H.No. 6/3/1239/2/A/601, Rajbhawan Road,
Somajiguda, Hyderabad-500082**

- For details and profoma visit our website www.wapcos.co.in and for further Clarification call +91-0124-242399421 (Extn-1206)