

Group	Animal and Fisheries Resource Department- Government of Bihar
Position Name	Office Assistant
Age Qualification (In Years)	45
Salary Per Month (Consolidated)	25000/-
Required Qualification & Experience	<ol style="list-style-type: none">1. Graduate in any discipline with 1 year diploma in computer application and proficiency in typing in Hindi & English2. Min 3 years' experience in similar tasks
Job Description	<ol style="list-style-type: none">1. Responsible for all assistance to Officers/Managers at SPIU.2. Will look after all communication, office record, book keeping/ dispatch compilation of project information.3. Responsible for maintaining records related to programmatic, administrative and HRM affairs4. Key person for channeling communication to/from SPIU/DPIU/ BMT5. Any other work assigned by State Project Coordinator.

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