

## SOPHISTICATED ANALYTICAL INSTRUMENTS LABORATORIES SOCIETY (SAI Labs), PATIALA

January 24, 2020

### ADVERTISEMENT FOR THE POST OF OFFICE ASSISTANT

<b>Position</b>	: Office Assistant (L-1 Level) – 1 No.
<b>Qualifications</b>	: B Com./ M Com./ Diploma Office Management with at least 55% marks or equivalent.
<b>Experience</b>	: Knowledge of Microsoft Word, Excel and Accounts Software Tally
<b>Salary/Stipend</b>	: Rs 12,000.00 per month (Negotiable) + HRA

### Details:

1. The Post will be on contractual basis for one year and extendable according to performance. No accommodation will be provided.
2. **Walk-in Interview** will be held on 30-01-2020 at Sophisticated Analytical Instruments Laboratories Society (SAI Labs), Thapar Technology Campus, Bhadson Road, Patiala
3. Candidates are requested to reach SAI Labs at 11:00 AM
4. Sleeper Class Train/Bus fare will be given to the candidates for attending interview.
5. Candidates may send their CV by e-mail to undersigned.

Rachna Kapoor  
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Sophisticated Analytical Instruments Laboratories Society  
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Patiala  
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