

FORUM OF INDIAN REGULATORS (FOIR)

VACANCY CIRCULAR

Forum of Indian Regulators (FOIR), a Society registered under the Societies Registration Act, 1860, invites applications for the below mentioned post to be filled purely on **Contract basis** :

S. No.	Name of the Post	No. of Post	Qualification(s)	Duties/Job Requirement(s)
01.	Accounts Assistant & Computer Operator	01	<u>Essential</u> : Graduate preferably B.Com with proficiency in Tally, Excel, Access, Power Point, MS Office etc.	Secretarial assistance / Liaison with Banks / General official work. Candidate having knowledge about IT Software and website will be given preference.
02.	Lower Division Clerk	01	<u>Essential</u> : 12th Pass with Computer Knowledge, viz., MS Word, Excel etc.	General official work.

The applications as per prescribed format given below, duly completed and signed must reach to the Executive Treasurer, FOIR, Secretariat : C/o. CERC, 3rd & 4th Floors, Chanderlok Building, 36, Janpath, New Delhi – 110 001 by **21st December, 2011**. Short-listed candidates will be called for test and interview for which no TA/DA will be paid for this purpose. Remuneration will be as per the merit of the selected candidate. Contract will be initially for one year and to be annually renewed for two further years on the basis of performance.

Application Form : – 1. Post applied for, 2. Name, 3. Father's Name, 4. Address & Tel. No., 5. Date of Birth/Age, 6. Educational/Professional Qualification, 7. Experience in the relevant field, 8. Name of the Organization working presently (including salary drawn, duties/responsibilities etc.), 9. Salary expected, 10. Any other information, and 11. Signature of Applicant.

Executive Treasurer, FOIR
Dated : 07.12.2011.