

**Corporation Bank
Priority Sector Division,
Head Office: Mangalore**

Recruitment of Office Assistant for Grameena Abhyudaya Financial Literacy & Credit Counseling Trust (GAFLCCT) on contract basis:

Post	Eligibility	Selection process
Office Assistant	The candidate should be a B.Com graduate having attended the course as a regular student (and not under distance education mode). He/she should be proficient in the use of computer. 3. He/She should have worked in an organization atleast for three years having exposure to the office administration and accounts. 4.He/She should have the knowledge and skill to correspond and deal with Employees Provident Fund office, Professional Tax office, Income Tax office, Government offices etc., 5. Age of entry above 25years.	By shortlisting the applications received. Calling shortlisted eligible candidates for interview.

Remuneration structure for the Office Assistant:

- i) If the candidate fulfills eligibility criteria, he/she may be appointed as Office Assistant on contract basis for a period of one year with a consolidated remuneration of Rs.10,000/- (Rupees Ten thousand only) per month.
- ii) On completion of each year of satisfactory service, the candidate may be again appointed as Office Assistant on contract basis for a period of one more year, with a consolidated remuneration of Rs.10,000/- per month plus the appropriate increment will be given on review of performance.
- vi) Salary will not be paid for “days of absence” in any month, after casual leave is exhausted in a calendar year.

In all administrative matters, the decision of the Board of Trustees will be final and binding.

**Assistant General Manager
Priority Sector Division**