

Notice for engaging CS Trainee in ICLS Academy.

Sr. No	Post	Work Profile	Duration of Tenure	Monthly Remuneration
1.	Company Secretary (2)	1. Assisting in development of Course content. 2. Assisting in development of course curriculum. 3. Assist in development of training modules to be organized by the Academy. 4. Compiling of feedback received from the participants for training. 5. Assisting Office Administration in functions relating to training programmes organized by the Academy. 6. Liaising with Guest faculty, Educational Institutions, Field offices of Ministry for coordination relating to training programmes. 7. Any other work assigned by Director, ICLS Academy.	12 months, to be renewed by Director ICLS Academy.	Rs. 20,000/-

Instructions:

1. The place of posting of the selected candidates shall be in ICLS Academy, IICA, Plot 6,7,8, Sector 5, IMT Manesar – 122050.
2. Interested candidates may send their CV to iclsacademy@gmail.com with subject titled “Notice for engaging CS Trainee in ICLS Academy.”
3. Interested candidates must submit their CVs along with attached Proforma.
4. The last date of application 26th April 2019, by 5 PM.
5. The date of the interview shall be intimated to candidates individually by mail.

Paste your latest
photo graph here

PROFORMA

(ALL IN CAPITAL)

1. NAME : _____

2. FATHER'S NAME : _____

3. a) DATE OF BIRTH : _____

b) AGE IN YEARS : _____

4. NATIONALITY : _____

5. MARITAL STATUS : _____

6. a) ADDRESS (PERMANENT) : _____

CITY: _____ PINCODE: _____

b) ADDRESS FOR COMMUNICATION : _____

CITY: _____ PINCODE: _____

7. CONTACT DETAILS RESIDENCE : _____

OFFICE : _____

MOBILE : _____

E-MAIL ID: _____

8. PERCENTAGE OF MARKS OBTAINED IN CS PROFESSIONAL EXAM: _____

(ATTESTED COPY OF MARKSHEET TO BE ATTACHED)

9. LANGUAGES KNOWN Read _____

Write _____

Speak _____

10. EXPERIENCE IF ANY

: (Starting with the Present Employer. Please indicate career progression within the same institution clearly)

Sr. No	Name of the Organization (Starting with the Present Employer)	From Date	To Date	Posted at	Designation
1					
2					
3					
4					

(Please use separate sheet if required)

I hereby declare that all statements made hereinabove are true, complete and correct and are not false or misleading. I understand that in the event of any information so furnished being found false or incorrect or misleading, the Bank shall be at liberty to dismiss me from its services (if selected) besides proceeding against me for giving false and incorrect statements, under the appropriate law.

SIGNATURE : _____

NAME : _____

DATE : _____

PLACE : _____

Note : Please note to paste photograph and attach latest salary slip(if employed).