

## SYBEX COMPUTER SYSTEMS (P) LTD.

A-39 Basement, Dayanand Colony,  
Lajpat Nagar-IV, New Delhi-24  
Phone: 011-26472638  
Email: sybex45@gmail.com

Applications on plain paper are invited from the young & energetic candidates for the post of Jr. Assistants to be deployed in IIT Mandi through our agency.

Name of the Post : Junior Assistant

No. of Posts : 12

### Essential Qualification and Experience:

1. Bachelor Degree with 55% marks from a recognized university.
2. The individual should have computer knowledge of Office Software and working on Internet.
3. Experience in handling Academic/ Administration/ Accounts/Store & Purchase/ Students Affairs in Govt. / Semi Govt. / Educational Institutes/Commercial Organizations.
4. Experience in noting, drafting on files and administrative processing of cases.

### Desirable:

1. MBA or equivalent.
2. Good Communication skills in English both writing & spoken.

**Tenure:** Initially for one year, extendable up to maximum for one year subject to performance.

**Salary:** Rs 9000-10000 per month including ESI, EPF.

**Age Limit:** 30 years as on 15.07.2013

Last date for submission of the applications with supporting documents is 15-07-2013. The applications may be sent to the email Id:- [tejmand28@gmail.com](mailto:tejmand28@gmail.com) or by post on the following address:-

Project Coordinator  
Sybex Computer Systems Pvt. Ltd.  
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