



**M/s. SBC EXPORTS LTD.**

**WALK-IN INTERVIEW**

on **Wednesday, 12<sup>th</sup> MAY 2025**

**between 09.00 A.M. to 12:00 P.M.**

FOR DEPLOYING AT

**Court Complex, UTTRAKHAND DISTRICT (E-Sewa Kendra)**

Post(s)	Essential Education and Experience	Age limit as on Walk-In-Interview date	Monthly Remuneration (in Rs.)	No. of Post(s)
<b>OFFICE ASSISTANT SUPPORT</b>	<p><b>Education Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Minimum Qualification: 10+2 or equivalent from a recognized board.</li> <li>2. Preferential Qualification: Graduation or post-graduation in any discipline.</li> </ol> <p><b>Technical Skills:</b></p> <ol style="list-style-type: none"> <li>1. Computer Literacy: Proficiency in Computer operations, such as MS Office, email and internet browsing, e-Governance.</li> <li>2. Typing Speed: Minimum typing speed of 30 and 25 words per minute in English and Hindi respectively.</li> </ol> <p><b>Experience:</b> Previous experience in customer service, data entry, or related fields may be preferred.</p> <p><b>Certification:</b> Certification in computer application, such as CCC, O Level, or equivalent.</p> <p><b>Other requirements:</b></p> <ol style="list-style-type: none"> <li>1. Candidates should be a resident of the same district or nearby districts.</li> <li>2. Candidate should have a clean background and no</li> </ol>	40 years	The consolidated monthly salary will Rs. 22700/-	40 (Forty)

Deployment in Civil Court: **Amora (3), Bageshwar (1), Chamoli (3), Champawat (2), Dehradun (4), Haridwar (5), Nanital (3), Pauri (5), Pithorgarh (2), Rudraprayag (1), Tehri (3), US Nagar (4), Uttarkashi (3).**

Eligible Candidates may attend the interview at **Civil Court Complex (each District)**. The candidates are required to carry their bio-data, recent passport size photograph, PAN card, Aadhar card, educational and experience certificates in Original and one set of self-attested copies.

All outstation candidates are required to make a note that accommodation will not be provided.

Please send your profile with mentioned prefer location on [akshay.kumar@sbcel.com](mailto:akshay.kumar@sbcel.com) & [pr@sbcel.com](mailto:pr@sbcel.com) .

(We, M/s. SBC Exports Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Civil Court under eSewa Kendra Project on contract basis through NICSI.)

(Sd/-)  
Supervisor  
M/s. SBC Exports Ltd.