

**Satluj Valley Watershed Development Society
Rampur, Himachal Pradesh**

Immediately required two (2) Office Assistants, for the **HP State CAMPA office at Shimla**, on contract, as per the usual Terms & Conditions of contractual employment, approved by the H.P. Govt. on year to year basis.

Essential qualifications: Domicile of Himachal Pradesh, Graduate having good command over English and with proficiency in use of Computers, MS Office especially MS Excel and MS Word. Preference will be given to candidates with previous working experience. Knowledge of Shorthand shall be a further advantage.

Job profile includes providing Secretarial assistance in all administrative work, Maintaining office files & Storage System, Data entry & Compilation of reports and returns.

Interested persons may apply, with full CV, along with supporting documents, to the Nodal Officer, HP State CAMPA, HP Forest Department Headquarters, Talland, Shimla- 171001; **on or before 20th January 2010**.

Conservator of Forests, Rampur Forest Circle
-cum- Project Director,
Satluj Valley Watershed Development Society,
Rampur (H.P.)-
Ph: 01782 233068