

Job Opportunity at ATIRA
16th May 2017

Ahmedabad Textile Industry's Research Association, Ahmedabad (ATIRA), invites applications for posting **at Guwahati**, for their ATIRA-North East Regional Centre, Guwahati (ATIRA-NERC), set up by ATIRA under the Scheme for Promotion of Usage of Geo-synthetic Textiles in the NE Region, Ministry of Textiles, Govt. of India.

Applications are invited for the following two Positions:

Post : Mechanical/ Geo Textile Testing Laboratory Assistant (1 person)

Educational Qualification: Dip. in Mechanical Engineering with adequate computer knowledge

Experience: Fresher or 1 to 2 years

Role: Install and maintain testing machines, to operate machines and conduct testing, maintaining proper records , reports, billing & payment follow up , explore facilities of testing for the lab,

Post : Office Administration-cum-Accounts Executive (1 person)

Educational Qualification: B.Com. with adequate computer skills

Experience: 4-5 years

Role: Maintenance of financial accounts, reconciliation of bank accounts, cash handling, coordination, maintaining stock ledger, attendance, leave record etc., correspondence, filing and Record Keeping, paper-work maintenance, procurement and maintenance of assets and general administration.

Applicants are requested to mail their applications and CV (with existing & expected CTC Salary, recent photograph) within **15 days** to:

hr@atira.in