

Biotech Consortium India Limited

Requires

**Personal Assistant on contract basis**

Graduate with Diploma in Secretarial Practice having proficiency in MS-Office and good communication skills. The incumbent should have 2-3 years of relevant experience.

Interested candidates may apply with details regarding educational qualifications, experience, salary drawn and salary expected by 5<sup>th</sup> January 2012 to: Mr.Manoj Gupta, Deputy Manager, Biotech Consortium India Limited, 5<sup>th</sup> floor, Anuvrat Bhawan, 210, Deen Dayal Upadhyaya Marg, New Delhi-110002 by sending resume at [info.bcil@nic.in](mailto:info.bcil@nic.in).