



Research | Consulting | Training

Always Looking for Great People...

Position: Office Executive

Department: Admin

Location: Lucknow

AMS (www.amsindia.org) is offering research-based consulting services to various Govt. departments and international agencies (**World Bank, Unicef, UNDP, WFP, etc.**). Our major areas of work include **Rural Development, Income & Livelihoods, Handicraft / Handloom Clusters, Financial Inclusion, Public Health, Nutrition, Water & Sanitation, Women & Child Development, and Education.**

To strengthen our core team, we require:

Office Executive

Lucknow

Job Responsibility

- To maintain and update various official databases
- To assist in filing and documentation of official correspondence
- To carry out other activities delegated from time to time

Eligibility

- PG in any discipline, preferably **Management**
- Computer savvy with good command over **Written English***
**to be adjudged through an English Writing Test*
- Freshers are eligible to apply

Remuneration: Rs. 20,000/- per month

It is a full time regular position. Initially, the individual will be hired on a probationary basis. After successful completion of the probation period, the candidate would be placed in the regular cadre with benefits, such as, PF, Health Insurance, etc.

How to Apply

Before applying, you are advised to go through our HR Policies and Guidelines, available on our website at the page "Work with Us".

Interested candidates should mail their detailed CV along with a recent photograph by **31st August (Tuesday), 2021** to hrd@amsindia.org clearly mentioning "**Office Executive**" in the subject line. **The applicants must attach at least one specimen of their writing (Internship Report/Dissertation/Write-Ups, etc.), without which, their application will not be considered.**

 Only short listed candidates shall be notified by us.