



नाबिकगृहसमिति
(पंजीकृतकार्यालय- सीमैनवेलफेयरऑफिस, मरीनहाउस, हेस्टिंग्स, कोलकाता 700 022)

NABIK GRIHA SAMITY

(Regd. Office: - Seaman's Welfare Office, Marine House, Hastings, Kolkata 700 022)

1/1 Taratala Road, Kolkata 700 038

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Letter No: NGS/ ADMIN/17/2025-GSO-KOLKATA

Date: 29.10.2025

Walk-In Interview Notice

Nabik Griha Samity invites eligible candidates recommended by the stake holders to attend a walk-in interview for the post of Senior Office Assistant cum Junior Manager as per details given below:

- Pay Scale: Rs. 21,450 + DA + HRA + other allowances (as per NGS service rules)
- Date of Interview: 14.11.2025 (Friday)
- Time: 1100 hrs (Reporting by 1030 hrs positively for registration)
- Venue: MMD Kolkata Conference Room

Essential Qualification:

- Bachelor's degree from a recognized University/Institution with Commerce or Accounts as one of the subjects.
- Course completion certificate of Basic Computer Familiarization of three months duration from a Government recognized/registered institute (CCC level or equivalent).

Desirable Qualification:

- Knowledge of administrative and accounts-related work of any organization.
- Three years' experience in office work, preferably in MMD/DGS allied offices.

Age Limit: Maximum 35 years as on 31.10.2025.

All stake holders are requested to give wide publicity and direct interested eligible applicants along with their recommendation and original documents to report at MMD Kolkata Conference Room by 1030 hrs on 14.11.2025 for registration, along with their original documents and one set of self-attested photocopies. Selection will be based on interview performance.

For further details, you may send query at the email- nabikgriha@gmail.com


(Bijendra Choubey)
General Secretary