



**OFFICE OF THE MANAGING DIRECTOR**  
LAKHIMI SANCHAY AND RINDAN S.S. LIMITED(HO)  
DHEMAJI, ASSAM

LS/223/34/45

Date : 16 November 2021

**ADVERTISEMENT NO 02/2021**

Online and offline applications are invited in the prescribed format that will be available in the recruitment link in the official website ([www.lakhimisr.in](http://www.lakhimisr.in)) with effect from 16/11/2021 to 10/12/2021 from Indian nationals for filling-up of the vacant posts of Multi Tasking Staffs(Account) Group-C, (category-Non-Technical), on fixed -pay basis in account department of organisation.

VACANCY DETAILS		
Sub	Particulars	Marks
Name of the Post	Office Assistant	
Number of vacancies	3	
Pay structure	8000 to 35000	
Eligibility	B.Com/ B.Sc passed	
Subject	Banking & Accountancy	
	Computer education (telly)	
Age	21 - 35 years	
Fees	500 (five hundred only)	
Interview	General Knowledge & experience	
Personal Qualities	Communication skills	
	Discipline at work place	
Postal address	Lakhimi Sanchay and Rindan S.S. Limited.	
	Dihingia Bazaar, Dhemaji Tinali, Dhemaji 787057	
Submission last date	10 -12 -2021	
Written test	15-12-2021	
Interview date (oral)	20-12-2021	
Results date	Will be notified later on	
Interview time (oral)	11:00 AM - 4:00 PM	
Written exam	11:00 PM -1:00PM	
Venue for written exam	Pramod Bhawan, Dhemaji, Assam.	
Venue for Oral exam	Lakhimi office building, Dhemaji.	
Online application portal	<a href="http://www.lakhimisr.in/jobs">www.lakhimisr.in/jobs</a>	
Total	(Written -70 + Interview- 30)=100	

**Documents need to be submitted**


1. Education qualification
2. Diploma in computer application
3. HSLC Admit card/ DOB
4. Experience certificate if any.
5. PAN Details
6. AADHAAR CARD
7. Voter Card
8. Passport size Photo-3

**Note :**

1. Admit card will be send to the candidates email address.
2. Bring the original copy of documents.
3. Self attested photo copy of documents need to be submitted with resume.
4. Passport size photo 2 copies required (extra) with resume.

**Facilities offering : (T & C apply)**

1. EPF
2. ESI/ Health Insurance(cashless) up-to six laces.
3. Travel Allowance
4. DA
5. HR

  
Secretary  
Lakhimi Sanchay and Rindan  
S.S. Ltd.