



**GOVERNMENT OF INDIA :: MINISTRY OF FINANCE
CUSTOMS, CENTRAL EXCISE & SERVICE TAX SETTLEMENT COMMISSION
ADDITIONAL BENCH-KOLKATA
3RD MSO BUILDING, DF BLOCK, BLOCK-'A' 6TH FLOOR, SALT LAKE : KOLKATA 700**

064

☎ (033)2358 1918 e-Mail : ccesckolkata@yahoo.co.in

Dated:16 .01.2018

II/07/StenographerAstt/SC/Kol/16.

TENDER NOTICE

Tender/Quotations are invited in sealed cover from the reputed and eligible manpower suppliers/service providers Agencies for engagement of two contractual Stenographer Assistant to undertake Stenographer/Clerical work in the office of The Custom and Central Excise Settlement Commission, Additional bench Kolkata ,CGO Complex , 3rd MSO Building, 6th Floor, Salt lake Kolkata 700064 at the daily rates prescribed by Chief Labour Commissioner (Central) from time to time with the following terms and conditions below :

1. The candidate shall be well conversant with government work requirement and performance.
2. Preference will be given to retired from government service and possessing sound state of health.
3. Require to possess knowledge and conversant with operation of Fax, computer operation, preferably with operation of computer typing (Typing- 70 wpm- short hand 100 wpm), operation-MS words, MS Excel, Mail- Merge, Slide Show, and general operation of computer, Operation of Internet, etc.
4. Knowledge of record management as per government rules.
5. Experience in general administration, establishment ,stores functioning and record keeping preparation of pay bill, and other accounts matter in government service.
6. He is required to attend office from 9.30 am to 6 pm on daily basis except on Saturday/Sunday and holidays during the month unless specifically required.
7. He may be required to visit and liase with PAO ,Bank and other external agencies as and when required./.
8. Detailed Bio-Data, including work experience along with one copy of recent passport – size photograph of the candidate should be enclosed with the tender quotation.
9. Copy of license/permission issued by the competent authority for undertaking such supply of manpower by the agency may be submitted along with the NIT.

Last date of submission of the NIT : 05th Feb,2018

This issues with the approval of the competent authority.


(S/Sen)
Admin Officer

Cop to:
As per attached list
Notice Board.
CBEC website