

NCB Official Assistant)	Cadre (Junior	HRS-10	Written Test Human Resource Services (HRS- General Administration)- GEN Office Management and General Administration like office records and filing system, transport management, canteen management maintenance of office equipment, security management, and mechanizing office systems. Skill Test: Noting and drafting in a computerized set-up using MS- Word. Database preparation using MS- Excel. Presentation using MS- Power point.
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