



# Silk Mark Organisation of India

Central Silk Board, Ministry of Textiles - Govt. of India  
Corporate Office: CSB Complex, B.T.M. Layout, Madiwala,  
Bengaluru - 560 068. INDIA  
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SMOI/PUR/HOS/OS/20-21/55

Date: 13.01.2026

## MEMORANDUM

**Sub:** Hiring of technical resource as **Senior office Assistant** for a period up to 31.01.2028 on contract basis for Corporate Office Silk Mark Organisation of India (SMOI).

An offline application is invited from eligible candidates for engagement as Senior office Assistant in the Silk Mark Organisation of India on purely contract basis.

1. Number of positions:1
2. Qualification: Bachelor's Degree from a recognised university.
3. Age limit: Not more than 35 years as on 31.01.2026
4. Mode of selection: Through interview
5. Duration of engagement: From date of appointment to 31.01.2028
6. Salary (consolidated): Rs. 35000/- per month.
7. Location: Silk Mark Organisation of India, Corporate Office, CSB Complex Bengaluru.
8. Work Experience: At least 8 years of work experience in any Government /Non-Government Organisation. Should have Computer proficiency with commonly used packages like MS Word, Excel, Power point and administrative work.
9. Roles and Responsibilities: Noting/ Drafting and maintenance of the files on e- Office as well as in physical mode. Maintenance of Dairy, Files, Register, Indexing and recording of Files etc.
10. Details of vacancies: 01 number of vacancies in SMOI, Corporate Office Bengaluru as detailed below:

Sl no	Name of the Post	No.of Vacancies	Place of work
1	Senior office Assistant	1	SMOI, Corporate Office Bengaluru

11. The candidates must submit offline application (Performa enclosed) addressed to The Chief Executive Officer, Silk Mark Organisation of India, CSB Complex, BTM Layout, Madiwala, Bengaluru-560068
12. The closing date for submission of offline application is 5.30 PM on **23.01.2026** after which the application will not be accepted.
13. The applications to be submitted by hard copy or through post to the above-mentioned address at point no: 11.

14. The candidates are requested to submitted the original documents/certificates, at the time of the interview.
15. The candidates will be shortlisted based on merit and work experience and will be intimated by e-mail communication only.
16. The interviews will be conducted at SMOI, Corporate Office Bengaluru with a 1:5 ratio (i.e., for every 1 position, 5 candidates will be invited for the interview). No TA/DA will be provided for attending the interview.
17. The candidates engaged in any other private/Government services/institutes/organisation should submit No Objection certificate/relieving letter from the parent employer, at the time of joining the organisation.
18. Canvassing in any form will be a disqualification. The Organisation strives to have a workforce that reflects gender balance and female candidates are encouraged to apply.

**Terms and conditions:**

- a. The engagement is purely on a temporary and contract basis from the date of engagement to 31.01.2028
- b. Tax deduction at source: As per the prevailing rules tax will be deducted at source before effecting the payment.
- c. Other allowances: TA/DA is allowed for official travel in the country, subject to approval of Competent Authority. The permissible mode of journey may be Rail/bus. Hotel accommodation, conveyance and other allowance shall be on par with level-3 cadre.
- d. The engagement will not confer on him/her any right or claim for regular or temporary appointment in any future vacancies in Silk Mark Organisation of India.
- e. The engagement can be terminated at any time by the competent authority without notice or assigning in any reason thereof.
- f. Competent authority will do periodic assessment of work performance and if found unsatisfactory, the service may be terminated.
- g. She/he should submit the relevant documents in respect of age, qualifications, experience etc., for office records.
- h. She/he will be eligible for all holidays of the Silk mark Organisation of India. In addition, one day leave per month will be granted on specific request in advance and will be allowed subject to sanction of the competent authority. If he/ she is absent for more than the prescribed leave proportionate deduction will be made from the consolidated pay.
- i. Unauthorised absence from duty will attract action including termination from the engagement.
- j. No TA/DA shall be admissible for joining the assignment or on its completion.

- k. The only mode of communication between candidates and the organisation shall be by e-mail. Applicant not mentioning valid e-mail address shall be rejected. A maximum period of 30 days shall be permissible for joining from the date of e-mailing offer of engagement letter.
- l. The organization reserves the right to cancel the recruitment process at any stage without assigning any reason whatsoever.
- m. No other benefits or allowances shall be admissible to the contractual employee. The engagement shall be strictly on contract basis and the employee shall be entitled only to the consolidated monthly salary.

*Sd/-*

**Dr.N. Naresh Babu, IFS**  
**CEO-SMOI**

## PROFORMA

Application for the post of **Senior office Assistant in the Silk Mark Organisation of India on purely contract basis.**

Name .....

Passport size  
photo

Father's Name .....

Mother's Name .....

Postal Address .....

E-mail Address .....

Contact Number .....

Date of Birth .....

Sex      1. Male ..... 2. Female..... 3.Third Gender.....

Educational Qualification (With details)

#	Degree in Chronological order	Specification	University/ Board	Year of passing	% age of Marks	Any other information

Work Experience Details: -

#	Organization	Position held	Period From To	Any other information

Any other information.....

Candidates should submit copy of all certificate and testimonial along with the application. The originals documents to produce for verification.

Declaration :

I, the undersigned, certify that to the best of my knowledge and belief, the information provided by me is true and correct.

I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date: .....

Place: .....