

THE SYNOD OF THE CHURCH OF NORTH INDIA

APPLICATIONS INVITED FOR THE POST OF ADMINISTRATIVE ASSISTANT

The Synod of the Church of North India invites applications from suitable candidates for the post of Administrative Assistant at the CNI Synod Office, New Delhi. The Administrative Assistant will assist in the day-to-day office administration and clerical work of the Synod Office, including correspondence, documentation, record keeping, office coordination, computer-related work, and other administrative responsibilities assigned from time to time.

Eligibility and Qualifications

- Graduation from a recognized University/Institution.
- Good command of written and spoken English and Hindi.
- Proficiency in computer applications such as MS Office, email communication, typing, internet usage, and office software.
- Ability to handle office files, official correspondence, documentation, and administrative work efficiently.
- Good organizational and interpersonal skills.

Age - Applicants should be between **25 and 40 years** of age.

- Application with detailed Bio-data/CV,
- Copies of educational and experience certificates, Recent passport-size photograph, and Contact details of two references.
- Preference will be given to members of the Church of North India.
- Candidates with previous office or administrative experience will be given additional consideration.
- Applications should reach the following address on or before 2026 July 15
- Candidates serving in CNI institutions/organizations should apply through proper channel.
- Only shortlisted candidates will be called for interview.
- The Synod reserves the right to accept or reject any application without assigning any reason.

The General Secretary

Church of North India Synod

CNI Bhavan

16, Pandit Pant Marg

New Delhi – 110001

Email Id – cnigs@cnisynod.org