

SOCIETY OF FISHERIES TECHNOLOGISTS (INDIA)
Notification for the post of Executive Assistant

Date 29/06/2026

Qualifications

Essential: Postgraduate in any science discipline

Work profile

The candidate is expected to work closely with the Secretary, SOFTI, in managing the day-to-day affairs of the Society. The duties of the Executive Assistant include:

1. Providing secretarial assistance to Secretary/Treasurer
2. Maintaining all records of SOFTI
3. Updating membership records and reminding regarding payment of membership dues
4. Maintaining financial records, registers, and ledgers of SOFTI [this includes bank and audit related work]
5. Assisting the Chief Editor in publication of the SOFTI journal Fishery Technology [editorial and press]
6. Assisting the Executive Committee in conducting regular meetings
7. Performing any other duties assigned from time to time

Place of posting

SOFTI Secretariat, ICAR-Central Institute of Fisheries Technology, Cochin - 29

Emoluments

Rs 15,000/- per month (consolidated)

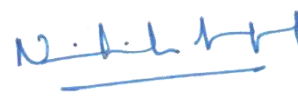
The candidates will be selected based on a written test followed by an interview. The selected candidate will be on probation for a period of three months. Employment will be confirmed only upon successful completion of the probation period.

Interested candidates are requested to send a copy of their resume to secretarysofti@gmail.com on or before 9th July 2026.

Venue and Time of Written test and Interview

Eligible candidates may appear for the written test followed by an Interview on 10 July 2026 at ICAR-Central Institute of Fisheries Technology, Matsyapuri P.O., Willingdon Island, Cochin - 29, along with originals and attested copies of certificates, resume and NOC from present employer, if applicable.

Registration time: 9.00 to 10.30 am.



Secretary
SOFTI