

**Associate Position for Secretarial work for Retired Executives from PSUs/Govt. organisations/organisations of repute**

**Qualification:** Graduate or equivalent qualification

**Experience profile:** Minimum 06 years secretarial working experience in HOPs / ED Secretariate. Preferably retired in E3/E4 grade equivalent of NTPC.

**Job Profile:** Handling all secretarial work. Managing phone calls, mails (electronics and physical), Maintaining various documents & files, keeping records, organising travel plan, arranging appointments etc. Maintaining of HOP / ED Office including processing of applications & claims, taking care of Visitors, Coordination of various meetings, Drafting of communication, etc.

**Period of engagement:** 12 months

**Upper age limit:** 61 Years

Last date of application: 22.08.2023

Application Link for the associate position (Y/23):

[https://docs.google.com/forms/d/e/1FAIpQLScZh4SKZf8LCqmNJdoCwaLk3FMS4b0xJmACTMkjj2zAHn2qsw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScZh4SKZf8LCqmNJdoCwaLk3FMS4b0xJmACTMkjj2zAHn2qsw/viewform?usp=sf_link)