

VACANCY CIRCULAR

A leading organization invites applications for job on contract basis for specialized assignments for the following positions:-

EXECUTIVE ASSISTANTS/MULTI SKILL ASSISTANTS: 10 posts (UR-7, SC-1, OBC-2)

Salary: Rs. 14,000/- per month, Working Hours: 9.30 AM to 6.30 PM

Duties & Responsibilities:

Key Duties and Responsibilities shall include:

- (1) Making arrangements for appointments/meetings and maintaining Supervisor's calendar, screening telephone calls, responding to requests for information and queries with discretion, receiving visitors, taking notes and preparing minutes of the meeting.
- (2) Organizing and maintaining general and confidential files, reference system, address list and other reference documents.
- (3) Researching, compiling and maintaining information relevant to the programme for preparation of reports and documents, providing assistance in the monitoring of project implementation, maintaining and updating internal databases.
- (4) Preparing briefs or notes on matters relating to the programme in the absence of Supervisor.
- (5) Receiving, screening and maintaining a log of incoming correspondence, reports, documents and routing the same to the Supervisor with full background information, maintain follow-up system on responses and deadlines.
- (6) Taking notes and transcribing non technical and technical correspondence, reports etc from dictation, tape and manuscripts using word processing equipment, ensuring grammatical accuracy, spelling, formal and conformity with procedural directives.
- (7) Drafting/ preparing general correspondence on brief instructions, typing statements, reports, studies including statistical tables etc from manuscripts using word processing equipment.
- (8) Providing administrative support in organizing meetings, seminars, workshops. recruitment of staff.
- (9) Making travel arrangements for Supervisor and official visitors.

Qualifications:

1. A Bachelor's Degree from a recognized University:
2. One year/two year diploma/degree qualifications in Computer/Management/Finance (Preference will be given to candidates with Post Graduate Degree as such MBA/MCA etc.)

Desirable Experience:

Two to four years experience in similar capacity, supporting senior officials at reputed, professionally managed organizations.

Essential Skills & attributes for both the positions:

- (1) Good working knowledge of modern telecommunication systems (telephone communications, fax, e-mail, internet and its software).
- (2) Proficient in MS Office Applications viz. MS Word, Excel, Power point, and Outlook.
- (3) Computer typing (40 words per minute) for both posts and shorthand (80 words per minute) for Executive Assistant.
- (4) Ability to draft standard correspondence and summary of meetings.
- (5) Excellent command of spoken and written English.
- (6) Ability to 'manage multiple priorities, function in group and team settings and work with a minimum of supervision and direction,
- (7) Attentive to detail, routinely thorough and comprehensive in approach maintaining confidentiality.
- (8) **Positive, "can-do" attitude. with an appetite to work. The candidate should be open to work on extended hours & holidays.**

Terms & Conditions:

1. Age relaxation upto 5 years for SC/ST and 3 years for OBC Candidates. Reservations as per Govt. of India Rules.
2. The above positions are purely on short term contract for a period of 6 months extendable as per the future requirement of the Board.
3. The number and type of posts may vary.
4. Only short listed candidate will be called for Interview/trade test
5. No TA/DA will be paid to attend the interview/test.
6. No claim for extension or regular appointment to the post will be entertained under any circumstances whatsoever.
7. The engagement can be terminated without any notice.
8. The decision of NBE shall be final and binding in all aspects.
9. Additional allowance(s) of Rs. 2500/- per month may be considered for candidates that are highly experienced and proficient in shorthand.

*The Application should contain Applicant's name, Father's name, Age, Contact number, Address, e-mail address, Qualification and experience, supported by attested photocopies of relevant papers should reach the address (mentioned below) by **17th January 2011**. Applications received after the due date shall not be entertained.*

Address: Assistant Director (Admn), National Board of Examinations, NAMS Building, Ansari Nagar, Ring Road, New Delhi-110029. Email: nbvacancy@gmail.com Fax: 011-45593031.