Clerical staff /Stenographers / Office Assistants/ Office Executives / Executive assistant /Data Entry Operator/Computer Operator

i) Qualification:

First / Second Class Graduate with good academic record, communication & drafting skills, Computer knowledge in all MS Office tools. Stenography qualification preferred.

ii) Experience:

2 years' experience in similar position (relaxable if competency is found)

iii) Age:

22-25 years preferable

iv) Duties & Responsibilities:

Assist the HOD/ Faculty Members in their daily administrative requirements leading to smooth conduct of programmes and consultancy project works and routine office correspondence.

1) Assisting HOD / Faculty / Programme Manager / Officer in handling day to day divisional correspondence.

2) Sector-wise mail merge documentation & updating of probable organizations for CPDPs

3) Dispatch of brochures through email / normal post / courier.

4) Confirmation of registration of the participants to the respective nominating organizations.

5) Filing formats and maintenance of all divisional correspondence, records, etc.

6) Preparation of brochures drafts, mailing addresses in mail merge, course materials, presentations, etc

7) Assisting in loading the presentation in the classrooms

8) Preparation of Certificates of Participants.

9) Submission of Database to MIS.

10) **Any other responsibility allotted by Competent Authority**