

Notification for Recruitment of Personal Secretary to Director, IIT Billai

IIT Bhilai is one of the newest Indian Institute of Technology (IIT) started in 2016. IIT Bhilai presently operates from its temporary campus at Government Engineering College (GEC), Sejbahar, Raipur and is expected to move to its permanent campus in Bhilai in due course of time.

Post Details

Name of the Position: **Personal Secretary**

No of Position(s): **02**

Location: **IIT Bhilai**

**Educational
Qualification:**

Essential:

Graduate/Post Graduate with consistently good academic record

Desirable Skill sets:

- Excellent knowledge of secretarial functions viz Typing, coordination, e-mail management, etc.
- Excellent communication skills (oral and written) in English.
- Ability to draft routine letters/notes independently
- Very good knowledge of computer and office automation tools (MS Office – Word/Excel/PPT), Internet, Fax, etc.
- Pleasant personality and good Interpersonal Skills.
- Record Keeping

Experience: Minimum 2 Years relevant experience.

Age: Preferably below 35 years as on last date of advertisement. Age relaxation will be considered for candidates with higher experience.

Role:

- Taking dictation and typing letters
- Handling incoming and outgoing mails (Electronic and paper based)
 - Attending telephones and assisting visitors, Managing & Maintaining appointments

- Travel scheduling/booking and organizing logistics.
- Managing calendar/appointments of Director
- Organizing entire department functions such as filing, stationary, maintenance & tour claims etc.
- Organizing meeting and events etc.
- Preparing various reports for and other routine office work.

Salary:

Consolidated monthly salary starting in the range of Rs. 25000/- to 45000/- pm depending on qualification and experience. Exceptionally meritorious candidate would be given suitable weightage and higher salary.

Above position is for a fixed duration of 2 years initially, extendable based on performance and need of the organization.

VENUE, DATE AND TIME: The Walk-in-Interview will be held on 25.03.2017 at 10:00 AM at IIT Bhilai, Temporary Campus situated in Government Engineering College (GEC) Campus, Sejbahar, Raipur. The institute shall conduct a trade test for the applicants.

INTERVIEW REPORTING TIME AT VENUE: 9:00 AM to 10:00 AM on 25-03-2017

HOW TO APPLY:

The eligible candidates must apply with all their testimonials in the prescribed format at given on the IIT Bhilai website (<http://www.iitbhilai.ac.in/recruitment/>) and submit their applications on 25th March 2017 by 10:00 AM.

GENERAL TERMS AND CONDITIONS: No TA /DA will be payable to Candidates appearing for the interview. The Candidates will be required to bring All Certificates/testimonials, in original (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age for verification and return, along with one set of self-attested photocopies of the same for verification and records of IIT Bhilai - Two recent Passport size colored photographs. Advertisement is no commitment. Canvassing in any form will be a disqualification.

1. Name: (In Full)	
2. Date of Birth: (DD/MM/YYYY)	
3. Gender	
4. Category (UR / OBC / SC / ST)	
5. Marital Status:	
6. Email:	
7. Mobile No.	
8. Address for Communication:	

Degrees/ Diplomas	Subject	Board/University	Year	Regular/Correspondence	% or CGPA

10. Work Experience

Organization	From	To	Brief Job Description

11. Present employment status

12. Languages known:

	Read	Write	Speak
English			
Hindi			
Other(_____)			

☐ I declare that the information furnished above is true to the best of my knowledge and belief.

Name and Signature:

Date:
Place: