

Associate Position for Secretarial work for Retired Executives from PSUs/Govt. organisations/Organisations of repute at Chatti Bariatu Mining Site.

Experience profile: Experience of working as Executive Secretary with Sr. level Executives of reputed PSU/Govt. Deptt. The candidate should have retired at E4/E5 level 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.

Period of engagement: 01 Year

Upper age limit: 64 Years

Last date of application: 07.07.2023

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

https://docs.google.com/forms/d/e/1FAIpQLSc4mSL5cwhA1GSG8k0PAdsVEu4y5Z0G8pOGxMKYBpzsDZly8Q/viewform?usp=sf_link