

Associate Position for Secretarial work for Retired Executives from PSUs/Govt. organisations/Organisations of repute at NTPC Kharagone.

Experience profile: Experience of working as Executive Secretary with Sr. level Executives of reputed PSU/Govt. Deptt. The candidate must have retired at E2-E4 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: 06.08.2023

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

https://docs.google.com/forms/d/e/1FAIpQLScxhsYr8yP-ob5cku59fgaB4tZfADaz5sOM6whDnkws8-KZLg/viewform?usp=sf_link