

IUCAA
Advertisement No.02/2024 Sr. No.02.

Personal Assistant

No. of Post : Two (Unreserved)

Scale of Pay : Level 6 of Pay Matrix (Rs.35400-112400). Post is as per 7th CPC pay scale & carry allowances like Dearness, HRA, Transport and Children Education etc. as admissible. (T.M.E. : Rs. 68058/-)

Age limit : 30 years (Age relaxation as per Govt. of India norms).
: 35 years for persons from Central Government, State Government, Autonomous Body and University employees.

Qualification & Experience : A Bachelor's degree of a recognised university with a minimum speed of 100 wpm in English Shorthand and 40 wpm in Typing with five years experience as Stenographer (or relevant experience) in Univ./Govt./Autonomous Body/PSU/reputed Pvt. Firm.

Desirable: 1. Working knowledge of computer (MS Office) operation.

2. Preference will be given to the candidates who have acquired higher qualification, relevant experience, etc.

Job Description:

1. Administrative Support:

- To assist in managing the daily administrative tasks such as scheduling appointments, prioritize appointments and organizing meetings, manage senior's calendar, travel arrangements, maintaining official records, files and documents.
- Typing of English, Marathi & Hindi letters by using appropriate transliteration tools.

2. Correspondence:

- To handle official correspondence such as drafting of letters, e-mails, reports etc.
- Arranging to dispatch the letters which have been typed on the same day itself.

3. Communication: To act as a liaison between the seniors and other officials, agencies and stakeholders. She/he must possess excellent written and verbal communication skills.

4. Other skills: She/he should have great organizational skills and should be adaptable to changing scenarios. She/he should maintain high degree of confidentiality and integrity towards the work assigned to her/him.

5. Any other relevant job assigned by the Competent Authority from time to time