

Associate Position for Retired Executives from PSUs/Govt. Organisations/Organisations of repute required at CEO Office at PVUNL, Patratu.

Required Qualification: BA/B Com/B Sc

Required Experience profile: Minimum 05 years of experience as Executive Secretary/ Personal Assistant. Someone who is well versed, exposed and has experience in dealing with the above activities can be considered a potential candidate for this position. Candidate must have retired preferably below E5 level equivalent of NTPC.

Job Profile: BUH office dispatch management, BUH office telephone and call management, file management, meeting coordination, managing databases & filing systems, BUH travel management and other multiple CEO Secretariat work.

Period of engagement: 06 months (with provision of extension of another 6 months).

Upper age limit: 64 Years

Last date of application: 02.03.2024

How to apply: Interested and eligible candidates may send their personal resume through email on recruitment.pvunl@ntpc.co.in. Last date of submission of personal resume through email is 02.03.2024.