

**Associate Position of Executive Secretary for Retired Executives from PSUs/Govt. Organisations/Organisations of repute**

**Required Qualification:** Graduate or equivalent.

**Required Experience profile:** More than 10 years of working experience as Executive Secretary to ED/Director of reputed PSU/Govt. Deptt. The candidate must have retired at E5 level equivalent of NTPC.

**Job Profile:** Handling all secretarial work e.g. Managing phone calls, mails (electronics and physical), Maintaining various documents & files, keeping records, organising travel plan, arranging appointments etc.

**Period of engagement:** 06 months

**Upper age limit:** 63 Years

Last date of application: 05.12.2023

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

[https://docs.google.com/forms/d/e/1FAIpQLSc52VuU3649XuA5QpcUzByBUV0oudr\\_LmlzmZ-dRXIJ1xc8Kw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSc52VuU3649XuA5QpcUzByBUV0oudr_LmlzmZ-dRXIJ1xc8Kw/viewform?usp=sf_link)