



NITC/6-1/2023-Recct

Dated: 26-07-2023

CALL FOR THE CONTRACTUAL POSITIONS OF SECRETARIAL STAFF

1. The Institute proposes to engage suitable personnel for the positions of Personal Secretary/Private Secretary and Secretarial Executive purely on contractual (temporary) basis. The term of engagement would be 1 year (extension may be granted for another two months on yearly basis based on the performance).
2. Interested candidates with the specified qualifications and skills sets can apply online. The [application link](#) will be active from 27.07.2023 to 07.08.2023 (4:00 PM). Application through any other mode will not be accepted.
3. The candidates should bring along with them the completed [application form](#) (attached) along with copies of relevant documents in support of your qualifications (education, experience and category etc.) for the selection committee when called upon through E-mail.
4. Interim enquiries and canvassing via phone or any form may lead to disqualification.

Name of the post, Remuneration & Age limit	Qualifications (Essential & Desirable Education, Experience)
<p>Personal Secretary/Private Secretary No of post(s): 1 Maximum Age limit: 45 years (as on last date of application) Remuneration: 35,000/- (consolidated) Note: Working hours may go beyond 8 PM depending on urgency of office works. May have to work on Saturday/Sunday/Holidays</p>	<p>Essential Qualifications A. Education: Any Degree from a recognised University. B. Experience: 1. Five years' experience as Personal Assistant or similar experience in secretarial practice in Government/Reputed Private Institutions. 2. Experienced in coordination work related to conducting/arranging meetings and tasks assigned. 3. Experienced in compiling and preparing reports, presentations and correspondence and liaising with staff. 4. Experienced in dealing with emails and phone calls, passing on messages or highlighting them for superior officers C. Other skills sets/qualifications required 1. Knowledge of Stenography in English/Hindi with minimum typing speed of 35 w.p.m. 2. Well conversant in Noting/Drafting 3. Booking and arranging travel, transport and accommodation. 4. Should be well conversant in English, Hindi and Malayalam. Preference will be given to those candidates having advanced hands on knowledge in MS Office, MS Excel and Power Point as well as those who have experience in Government Organizations.</p>



Name of the post, Remuneration & Age limit	Qualifications (Essential & Desirable Education, Experience)
<p>Secretarial Executive</p> <p>No of post(s): 3</p> <p>Age limit: 35 years (as on last date of application)</p> <p>Remuneration: 25,000/- (consolidated)</p> <p>Note: Working hours may go beyond 8 PM depending on urgency of office works.</p>	<p>Essential Qualifications</p> <p>A. Education: Any Degree from a recognized University.</p> <p>B. Experience/additional Qualification: Three years of Experience in secretarial practice or Diploma in Secretarial practice from recognized University/Institute.</p> <p>C. Other skills sets/qualifications required</p> <ol style="list-style-type: none">1. Excellent communications skills in English and Hindi.1. Knowledge of Stenography with typing speed of 35 w.p.m. will be an added advantage.2. Experience in Government Institutions will be an added advantage provided candidate meeting all other skill set mentioned in the advertisement.

Other Key responsibilities for both posts will also include:

- (i) Answer phone calls and redirect them when necessary
- (ii) Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- (iii) Prepare and disseminate correspondence, memos and forms
- (iv) Support and facilitate the compilation of regular reports
- (v) Check frequently the levels of office supplies and place appropriate orders
- (vi) Make travel arrangements if necessary
- (vii) Document expenses and hand in reports
- (viii) Undertake occasional receptionist duties
- (ix) Handle the day to day file movements.
- (x) Record maintenance and upkeep of work place
- (xi) Regular reporting to superior officers with regard to day to day activities.
- (xii) May be required work on shift basis starting from 08:00 AM to 08:00 PM.

Skills required

- (i) High degree of multi-tasking and time management capability
- (ii) Excellent written and verbal communication skills in English and Hindi
- (iii) Integrity and professionalism
- (iv) Proficiency in MS Office (like MS Excel, MS PowerPoint and MS Word etc.)
- (v) Noting and drafting skills.



GENERAL INFORMATION FOR THE CANDIDATES

- (i) Only online mode of application will be considered. Click here to [apply online](#) (google form link: <https://forms.gle/AoBkr6TZMBXnCeyD8>)
- (ii) The eligible candidates may submit the application online by filling their personal, educational and experience details and by paying the requisite fee.
- (iii) The candidate is responsible for the information filled in the application form.
- (iv) Non-refundable application fee of Rs. 150/- for SC, ST, Woman, Ex-serviceman (ESM) and PwD candidates and Rs. 300/- for all the other candidates. (Bank transaction charges if any will be extra)
- (v) The fee can be paid by scanning the QR code; alternatively, you can make payment to the UPI id **9400785524@SBI**. After making the payment kindly fill the details of 12-digit transaction id and also upload the screen shot of the proof of payment in the online application format.
- (vi) Candidates who do not pay the fees, pay a wrong/lesser amount or enter wrong transaction details will be disqualified and rejected.
- (vii) The candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts and must satisfy themselves of the eligibility for the position to which they are applying.
- (viii) Candidates without the original certificate would be disqualified.
- (ix) Mere fulfilment of required qualifications and experience does not entitle a candidate's being called for selection process.
- (x) Institute reserved the right to increase or decrease the number of vacancy as per the actual prevailing demand.
- (xi) The Institute reserves the right to screen the candidates based on their qualification and screen the candidates by keeping any kind of screening test/skill test to further limit the number of candidates to be called for selection process and/or Interview. The decision of the Institute will be final in these matters.
- (xii) Only certificates from Government/Government recognized Institutions will be accepted.
- (xiii) Due consideration will be given to SC/ST/OBC/EWS/ESM candidates.
- (xiv) No TA/DA will be paid for appearing for the selection process. Any change of dates etc. also will be communicated either by publishing in the website and thus candidates are requested to visit the website regularly.
- (xv) No correspondence or interim enquiries will be entertained. Canvassing via phone or any other form may lead to disqualification of the candidature.
- (xvi) Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
- (xvii) The Institute bears the full right to cancel the above advertisement without selecting anybody. The Institute reserves the right to terminate the engagement of any personnel with appropriate notice. Minimum notice period on either side shall be 15 days.
- (xviii) The engagement is to serve the immediate and temporary purposes of the Institute. Thus the appointment will be purely on contract/temporary basis. The above position is not against any regular post, and hence does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

SCAN & PAY



Registrar

Copy to:

Webmaster – for publishing in the website
AR (Board Office, Confidential and Directorate)
Director's Office