

**Job Descriptions - Executive Assistant (District)**

<b>Position</b>	Executive Assistant												
<b>No. of Vacancies</b>	38 (Thirty Eight)												
<b>Category wise vacancy details</b>	UR	UR (W)	EWS	EWS (W)	EBC	EBC (W)	BC	BC (W)	SC	SC (W)	ST	ST (W)	WBC
	9	5	3	1	5	2	3	2	4	2	1	0	1
<b>Location</b>	District Head Quarter, AB-PMJAY, Bihar												
<b>Eligibility Criteria</b>													
<b>Age as on 01.03.2020</b>													
<b>Minimum Age:</b> 21 years													
<b>Maximum Age:</b> UR/EWS (Open): 37, UR/EWS (W): 40, BC/EBC (Open/W)=42,SC/ST(Open/W):42, 10 years relaxation in upper age limit in respective category for Divine Body Applicants.													
<b>Essential Qualification:</b> Graduation from a recognized university													
<b>Proficiency Test in Typing :</b>													
<ul style="list-style-type: none"> <li>Hindi – Minimum 20 Words Per Minute, 200 words in 10 minutes with 80% of accuracy.</li> <li>English - Minimum 25 Words Per Minute, 250 words in 10 minutes with 80% of accuracy.</li> </ul>													
<b>Purpose of Assignment:</b>													
Provide support to management personnel by effectively managing his/her schedule and performing a wide variety of responsible, complex and confidential administrative, secretarial, and analytical and research duties.													
<b>Roles and Responsibilities:</b>													
<ul style="list-style-type: none"> <li>Providing support role in administrative, organizational and scheduling structure.</li> <li>Assisting in preparation of variety of reports, including attending meetings to gather information, conducting internet and other research, preparing drafts and producing computer graphics.</li> <li>Record Keeping - Create and maintain a system for organizing and storing both electronic and hard-copy information and records and implement record retention policies and procedures.</li> <li>Maintain appointment schedules and calendars provide reminders as appropriate and coordinate travel arrangements.</li> <li>Coordinate for organizing meetings, preparing meeting minutes and records, and any required follow up.</li> <li>Receive and screen communications to the supervisor including telephone calls, email messages, and provide assistance on requiring priority attentions, respond to communications as appropriate.</li> <li>Support the District Programme Coordinator in implementation of program at district level</li> <li>Support in data collection from district level</li> <li>Undertake any additional responsibilities given by the District Headquarter – AB-PMJAY Office</li> </ul>													
<b>Key Competencies:</b>													
<ul style="list-style-type: none"> <li>Proficiency in computer skills including Word, Excel, PowerPoint and e-mail applications.</li> <li>Knowledge of record keeping.</li> <li>Proficiency in verbal and written communication in English &amp; Hindi.</li> </ul>													
<b>Salary (Cost to the Organization):</b> INR 20,000/- Per Month													

*Handwritten signature and date: 16/3/2020*