

## Job Descriptions: Executive Assistant

<b>Position</b>	Executive Assistant													
No. of Vacancies	38													
Category wise vacancy details	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	
Location	District Head Quarter, AB-PMJAY, Bihar													
<b>Eligibility Criteria</b>														
<p><b>Age:</b> Maximum age in years as on 01/08/2019</p> <p>UR/EWS (Open): 28, UR/EWS (W): 31, BC/EBC (Open/W)=31, SC/ST(Open/W):33, 10years relaxation in upper age limit in respective category for Divine Body Applicants.</p>														
<p><b>Essential Qualification:</b></p> <p>Graduation from a recognised Institution with one year diploma in computer application from recognized institute.</p>														
<p><b>Proficiency test in typing:</b></p> <ul style="list-style-type: none"> <li>• Hindi – Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered</li> <li>• English - Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered</li> </ul>														
<p><b>Essential Experience:</b></p> <ul style="list-style-type: none"> <li>• At least one year of relevant experience</li> </ul>														
<p><b>Purpose of Assignment:</b></p> <p>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.</p>														
<p><b>Roles and Responsibilities:</b></p> <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> </ul>														

*A. T. 19*

- Undertake any additional responsibilities given by the DIU (District Implementation Unit).

**Key Competencies:**

- Proficiency in computer skills including Word, Excel, PowerPoint and e-mail applications.
- Knowledge of record keeping.
- Proficiency in verbal and written communication in English & Hindi.

  
16/8/19