

## **Annexure - I**

### **Senior Office Superintendent (Secretarial Cadre)**

The post holder will be expected to provide a confidential and professional personal assistant support service to the Vice-Chancellor. The applicant should have previous experience of working in a senior secretarial / personal assistant role including dealing with a wide range of people.

#### **Duties and Responsibilities**

- To maintain daily schedules and co-ordination of the Vice-Chancellor's commitments.
- To arrange and coordinate appointments and meeting for the Vice-Chancellor.
- Preparation of all correspondences and other documentation as may be required by the Vice-Chancellor from time to time.
- To make all logistical arrangements, including travel, for the Vice-Chancellor and his/ her deputies.
- To respond accurately and efficiently to all enquiries for the Vice-Chancellor and his/her deputies, using own initiative and to liaise effectively with internal and external contacts.
- To appropriately execute any other duties as directed by the Vice-Chancellor, or other senior university officers.

#### **Minimum Qualification**

- Graduate in any discipline from a recognized university with proficiency in English language.
- Typing speed: 60 wpm and shorthand speed: 80wpm.
- Good working knowledge of handling computers.
- A minimum working experience of 5 years with class one officer.
- 10-year experience in the similar job having Stenography experience.

#### **Desirable Attributes**

- Excellent communicator, a good listener and dedicated to detailed procedures as laid down in Act/Statutes/Ordinances/Regulations etc.
- A wide exposure, broad knowledge and up to date with current affairs.
- Able to take up emergency assignments and perform them effectively.
- Upholds sound work ethics and is highly disciplined.
- Possessing a tenacious attitude, friendly, honest, trustworthy, respectful and flexible.
- Able to work with minimal supervision, independently or part of a team.

#### **Remuneration**

<b>Level / Range</b>	<b>Initial Basic</b>	<b>Experience</b>
<b>L6 (35400 - 112400)</b>	<b>35400/-</b>	<b>10 Years</b>
<b>L8 (47600 - 151100)</b>	<b>47600/-</b>	<b>20 Years</b>
<b>L9 (53100 - 167800)</b>	<b>53100/-</b>	<b>30 Years</b>