



भारतीय विरासत संस्थान

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

INDIAN INSTITUTE OF HERITAGE

(Deemed to be University, Ministry of Culture, Government of India)

A 19, Institutional Area, Sector 62, NOIDA, Uttar Pradesh - 201 309

Contact No.: 0120-2975617, 2975619, 2975620, website: www.nmi.gov.in

Date: 12.09.2023

Vacancy Notice

Applications are invited from the eligible retired/to be retired Central Government/State Government officers/Government Universities/ Government Colleges for engagement of one position of Consultant/Sr. Private Secretary to Vice Chancellor, Indian Institute of Heritage @ Rs.60,000/- per month for a period of 3 years.

Eligibility Criteria for Consultant/Sr. Private Secretary:

- Must be capable of taking dictation in shorthand(both in English and Hindi) and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer, destroying by shredding/burning the stenographic record of the confidential and secret letters and assisting the officer in such a manner as he/she may direct.
- Must be Graduate in any discipline from the recognized University by the UGC.
- Must have good knowledge of working on computer (MS Office software)/E office/internet.
- Should be well acquainted with the functioning of Central Government Ministries/Departments and aware of various rules/regulations of Central Government;
- Must have not exceeded the age of 62 years on the closing date of receipt of applications;
- Must have 10-15 years working experience with Head of the Department of a University/Central Government on regular basis.

Last date for submission of application is 06.10.2023 at 5.00 p.m.

(Dr. Savita Kumari)

Registrar I/c