



**NIELAN-TECHNOLOGY BUSINESS INCUBATOR  
ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH  
RAJENDRANAGAR, HYDERABAD 500 030  
WALK-IN-INTERVIEW**

**JOB DESCRIPTION FOR EXECUTIVE SECRETARY**

NIELAN, Technology Business Incubator of IIMR is looking for a competent Executive Secretary on contractual basis to organize and maintain the executive's schedule and assist them by performing a variety of administrative tasks, contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried on timely and efficiently. The duration of the contractual engagement is for three years and will be extended upto the termination of the project. However, we will review performance after one year, if found satisfactory will confirm extension for three years.

**QUALIFICATIONS AND SKILLS**

The applicant should have any degree. Diploma in Secretarial services or Diploma from State Board of Technical Education and Training or in related field will be an added advantage. He/she should be proficient in Shorthand and Typewriting. He/She should have more than 60 w.p.m. speed in typing, shorthand with 5 years of secretarial experience. He/She should be proficient in English and well acquainted with soft skills in MS office. Age limit: not more than 40 years.

**JOB DESCRIPTION**

The incumbent will receive, direct and a relay telephone messages and fax messages, maintain the general filing system and file all correspondence, assist in the planning and preparation of meetings, conferences and conference telephone calls, make preparations for the same and coordinate with the administrative team, maintain an adequate inventory of office suppliers, look into and respond to the correspondences, maintain the schedule etc.

The incumbent should have good communication skills in English. He/She will be responsible for complete executive secretarial functions, general administrative functions and to liaison with the respective both external and internal officials, possess high professional skills in typewriting and shorthand and generating MIS reports and preparing minutes of meetings, documentation requirements, be able to handle travel bookings, visa processing etc., possess more than 5 years rich experience in independent handling all facets of executive secretarial activities related to Chief Executive Officer.

**CONSOLIDATED EMOLUMENTS**

A consolidated remuneration of Rs.30000/- is offered per month. Higher remuneration for exceptionally qualified and with proven experience will be considered.

**HOW TO APPLY**

Interested person (s) who fulfills the eligibility criteria and are willing to work in NIELAN-TBI may bring bio-data / resume and original certificates with a set of copies of the same with one recent passport size photograph before the Interview Committee **on 22-12-2017 at 10.00 AM**. No TA/DA is admissible for attending the interview. NIELAN-TBI of IIMR reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).

**Chief Executive Officer**