



North Eastern Region Community Resource Management Project Dima Hasao District

A joint Project of
Government of India, NEC, Ministry of DoNER
IFAD



(Implemented Under North Cachar Hills Community Resource Management Society)

Sarkari Bagan, Near Main Road, P.O. Haflong PTC, Haflong,
Dima Hasao District, Assam, India PIN 788 820

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Advertisement Announcement

Dated : 19-02-2016

The North Eastern Region Community Resource Management Project, a joint project of NEC Govt. of India & IFAD invites application for the under mention post.

Sl. No.	Name of the Post	No. of Post	Consolidated Pay	House Rent	Maximum age (as on closing date of submission of application)	Place of Posting
1	Secretarial Assistant	01	Rs. 18000/-	Rs. 1500/-	45 years (Relax able as per rules)	NERCORMP- Dima Hasao, Haflong.

The application complete in all respect should be addressed and sent to **The Project Manager, NERCORMP – Dima Hasao, Near Sarkari Bagan police out post, Sarkari Bagan, Haflong PTC, PIN 788820, Dist. Dima Hasao, Assam** or by email to himadri.kar76@gmail.com or merihmar@yahoo.co.in

Application along with all relevant documents should reach this office on or before 4-3-2016. In service candidate should submit their application through proper channel. Govt Employee who intend to join on deputation may also apply through proper channel. The post applied for should be clearly indicated on the envelope / subject line (if sent via email)

ONLY SHORT LISTED CANDIDATES SHALL BE INFORMED FOR THE INTERVIEW AND NO FURTHER CORRESPONDENCE SHALL BE ENTERTAINED. The initial contractual period shall be for 1 (one) years but extendable based on performance and extension of the project.

Project Manager
NERCoRMP-Dima Hasao
Haflong – 788820, Dima Hasao

Secretarial Assistant (DST)

Location : Haflong, Dima Hasao, Assam.

Qualification, Experience and duties:

- University degree in any discipline or equivalent from a recognized University;
- Minimum of 2 to 3 years experience in Secretarial Assistance or related work;
- Diploma in Secretarial Practice preferable;
- Willing to work long hours (including holidays whenever necessary);
- Excellent written and oral English language skills;
- Experience in handling Office Automation equipments;
- Should have speed of minimum 40 words per minute in typewriting/Computer Keyboard in English;
- Proficiency in the use of word processing software (inclusive of Microsoft Office Package), any of the Designing Software (such as Corel draw/PageMaker/Photoshop etc) and use of email is a must.

Duties and Responsibilities:

Under the direct control of Project Manager, Secretarial Assistant will be responsible for daily overall maintenance of the project office, and support and assist the Reporting Officer(s) concerned with whom Secretarial Assistant is assigned to:

The Secretarial Assistant will specifically perform the following: -

- Setting up and maintaining Office files and records
- Ensuring accuracy and attention to detail of office management/file movement/information management.
- Taking dictations and ensuring accurate transcription in terms of word processing and maintain confidentiality;
- Update and maintain Project contact database and other information database regularly.
- Dealing with enquiries to Project;
- Assisting with arrangement of meetings as required;
- Assisting with making travel arrangement accommodation & transport arrangement as required;
- Attending telephone calls and visitors;
- Assisting procurement and managing office supplies, procuring equipment and arrange for maintenance of the same.
- Handling mails both inwards and dispatch and ensuring records;
- Handle and maintain Office Automation equipments;
- Travel to Districts / Project Areas and other places whenever required.
- Undertaking any other clerical/secretarial duties as required by the office.
- Such other duties, commensurate with the grading of the post that may be assigned by the Project Manager or his/her nominee.


Project Manager.
NERCORMP, Dima Hasao