

<p>Position: Administrative Assistant Position Code: AA-01</p> <p>No. of Position: 01 [One]</p> <p>Scale of Pay: The consolidated remuneration shall be fixed between Rs.38,500 to Rs.1,05,000/- per month depending on the experience and qualifications.</p> <p>Job Description: To assist the General Administrative activities of the PMU, National Biopharma Mission.</p> <p>The appointment shall be under 'Contract for Service' initially for a period of three (03) years or Co-terminus with the project, whichever is earlier. The present duration of the project is till June'2024. Renewal of the contract shall depend on the extension of the Project or need for continuance of service, based on satisfactory performance.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Work with HR – Head and Administration to provide administrative support to the PMU, National Biopharma Mission. • Coordinate space allocation, facilities maintenance and operations. • Coordinate meetings, conferences and manage logistics related to them. • Ensure data processing, mail, materials scheduling and distribution, printing and reproduction, records management, telecommunications management, security, recycling, wellness, and transportation services, etc. • Manages the work of back office. • Keep an account of the documentation details. • Maintain records, prepares reports, and composes correspondence related to work. • Any other duties assigned by PMU Head and Head (HR & Admin.), BIRAC. 	<p>Qualifications:</p> <ul style="list-style-type: none"> • Graduate degree with minimum of 60% marks from a recognized and reputed institute. • Post graduate degree / MBA in HR from a recognized and reputed University/ Institute will be preferred. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2 years of work experience in Admin related activities in a services / public sector/ government organization. <p>Age Limit: Maximum 35 years as on the date of closing of application.</p>