



BIRLA INSTITUTE OF TECHNOLOGY

MESRA, RANCHI – 835215

Internal Job Notification

Internal Job Notification No. GO/Estb/2018-19/IJN-1

Dated: 4 October 2018

Senior Office Superintendent (Secretarial Cadre)

Level / Range

L6 (35400 - 112400)

The post holder will be expected to provide a confidential and professional personal assistant support service to the Vice-Chancellor. The applicant (only those already in BIT service) should have 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 stenography experience.
- The selection process will comprise of a written test followed by personal interview of those qualifying in the written test.

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.
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INSTRUCTIONS:

The duly forwarded filled-in application form (**Annexure**) along with necessary enclosures must be sent in a sealed envelope to **The Registrar, Birla Institute of Technology, Mesra, Ranchi – 835215, Jharkhand** so as to reach on or before the last date for submission of application i.e. **25 October 2018**. *Please superscribe the envelope with the post applied for and advertisement number.*

Check-list of documents to be submitted along with the application:

1. Filled-in downloaded application form in the prescribed format
2. Latest Passport size colour photograph
3. Attested copies of all certificates, mark sheets from SSC/HSC/Matriculation onwards
4. Attested copies of any other relevant certificates / testimonials

By order of the Vice-Chancellor

Registrar