PERSONAL ASSISTANT

No. of Post : **:**   One (Unreserved)

Scale of Pay   : Level 6 of Pay Matrix (Rs.35400-112400)

Age limit   : 30 years (Relaxation as per Govt. rules)
                : 35 years for persons from Central Government, State Government & Autonomous Bodies.

Qualification & Experience : A Bachelor's degree from a recognized university with a minimum speed of 100 wpm in English shorthand and 40 wpm in typing. Five years experience as a Stenographer in University/Government/Autonomous Body/reputed Private Firm.

Desirable: Preference will be given to the candidates who have higher qualification & working knowledge experience, etc**.**

Essential : Working knowledge on computer (MS Office) operation.

Roles and Responsibilities:

Administrative Support: PAs assist government officials in managing their daily administrative tasks, such as scheduling appointments, organizing meetings, and maintaining records.

Correspondence: To handle the official correspondence of their superior, including drafting letters, emails, and reports, and ensure that all communications are accurate and well-organized.

Communication: PAs act as a liaison between their superior and other government officials, agencies, and the public. They must have excellent communication skills to convey information effectively.

Scheduling: They manage their superior's calendar, prioritize appointments, and ensure that their schedules are efficient and well-coordinated.

Record-Keeping: PAs maintain records, files, and documents related to their superior's work, ensuring that information is easily accessible and organized.

Research: They may be required to conduct research on various topics, prepare briefing materials, and provide their superior with relevant information for decision-making.

Travel Arrangements: PAs often arrange travel logistics for their superior, including booking flights, accommodations, and preparing travel itineraries.

Confidentiality: They handle sensitive and confidential information with the utmost discretion and maintain the confidentiality of government matters.

Technology Skills: Proficiency in office software, email management, and other relevant tools is crucial for PAs to perform their duties effectively.

Computer Skills: Proficiency in computer applications such as Microsoft Office (Word, Excel, PowerPoint) is essential.

Typing Skills: Good typing skills are often required, as PAs need to draft documents quickly and accurately.

Communication Skills: Excellent written and verbal communication skills are a must.

Organizational Skills: PAs should be highly organized and able to manage multiple tasks simultaneously.

Discretion: The ability to handle confidential information with integrity and discretion is critical.

Adaptability: Government work can be dynamic, and PAs should be adaptable and capable of handling changing priorities.

Knowledge of Government Procedures: Familiarity with government procedures and protocols is beneficial.