

Secretarial Assistant cum Data entry operator

National Vector Borne Disease Control Programme invites applications under Malaria Project (IMEP-2) for position of Secretarial Assistant cum DEO (ST-1) in Tripura.

Responsibilities

As Secretarial Assistant cum Data Entry Operator to the Officer, assist in day-to-day implementation activities. Should be computer literate. The responsibilities will be:

1. To handle all related files and folders
2. Typing job related to all correspondence and records
3. To assist in official procedures like noting, drafting and maintenance of files.
4. To keep follow up actions of the subject matter allocated
5. To enter data in excel files and tables

Qualification & Experience

Graduate from recognized University with typing speed of 30 words per minute and shorthand speed of 80 words per minute with computer knowledge on MS office and should have minimum 1-2 years experience in handling of official correspondence.

Nature of appointment

The appointment will be on contract basis for a period of one year, extendable each year on basis of performance, in the Project Period.

Reporting

The in- charge will be the officer to whom he/she is assigned duties.

Age

Should not be above 40 years and ready to travel.

Remuneration

Rs. 8,000/- to Rs. 10,000/- per month consolidated.

Other Entitlements

Annual Leave: 30 days per annum (two and half days per month)

Sick Leave: 10 days per annum

Maternity leave: Equal to 60 days half pay leave.

The leave remaining unutilized at the end of the contract shall not be encashed.

Travel

TA/DA as per State NRHM rules.

Rescission

Either party can terminate the contract at any time giving fifteen days notice in writing.

Selection

Selection and appointment shall be carried out through advertisement.

How to Apply: Candidates applying for the position are requested to adhere to following:

1. Check your eligibility.
2. Duly filled Application Form (link placed below)
3. Given the large volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are short listed.
4. Merely fulfilling the eligibility and applying for the position does not entitle the candidate to be called for interview.
5. No TA/DA will be paid to attend the interview in person, if invited.
6. The advertised position can be cancelled/varied as per the discretion of the employer.
7. **Last Date to Apply: 07 Oct. 2021 (00:00 hrs)**

[click to apply](#)