



Personal Secretary/Executive Assistant Vacancy National Institute of Advanced Studies, Bangalore

The National Institute of Advanced Studies (NIAS), a visionary initiative of J R D Tata, has a mandate to create leaders of substance and credibility in a variety of domains in India, and to carry out in-depth, policy relevant research from a multi-disciplinary perspective, drawing on a wide spectrum of disciplines in the humanities, social sciences, and natural sciences. NIAS provides a congenial atmosphere and institutional support for faculty and scholars to pursue their research and career goals, and expects them to produce significant outcomes in line with the institution's mandate. Please visit our website (www.nias.res.in) for a comprehensive perspective.

NIAS invites applications for a post of Personal Secretary (PS)/Executive Assistant (EA) to be engaged at the Office of the Director.

As an experienced PS/ES, the candidate should ensure that the Director has excellent administrative support, enabling him to focus on research and high-level management issues. Candidate should be an excellent organiser and communicator within and outside NIAS at various levels with a proactive and friendly attitude.

Duties include:

- Organising of meetings, Time/diary management
- Organising correspondence and following up on pending matters with limited guidance
- Responding to urgent requirements
- Organising and preparing documents, preparation of meeting papers

Qualifications and Experience required:

- Graduate in any discipline. Candidates with Master's degree would be preferred
- English Senior Shorthand from a recognized Institution
- At least 6years' experience as a Personal Assistant/Secretary
- Excellent computer literacy with capacity to prepare good quality presentations, reports etc.
- Excellent English communication skills – both verbal and written

Person recently retired from R&D/Academic organization may also apply. Their term will be for 3 years, after completion of 1 year probation.

Application: Applicants should submit their curriculum vitae electronically including the names and addresses of three referees and a brief statement of interest explaining why they are interested in joining NIAS in a single PDF document. The last date for receipt of application is **30 April 2018**. Shortlisted candidates will be invited to NIAS for an interview

Salary will commensurate with qualification and experience and comparable to other premier institutions in the country.

The applications should be addressed to: Head, Administration National Institute of Advanced Studies, Bangalore – 560 012, E-mail: admin@nias.res.in
