

<p>Position: Administrative Assistant</p> <p>Number of Positions: 1 (one)</p> <p>Duration: Biotechnology Industry Facilitation Cell Program Management Unit (PMU) for Make in India is set up by the Department of Biotechnology (DBT) at BIRAC. This position is purely temporary (on contractual basis) and co-terminus with the project. The present duration of the project is up to September 2026.</p> <p>Consolidated Remuneration: Between Rs. 38,500/- to Rs.1,05,000/- per month depending on qualifications and experience.</p> <p>Job Description: The selected person will assist the Mission Director in his day-to-day functions, which includes organizing appointments, mails and executive support tasks that are confidential and sensitive communications. Coordinating with Mission Director and the stakeholders for organizing meetings, outreach activities, travel and logistics for PMU team.</p> <p>Reporting: The person will be reporting to Mission Director – MII.</p>	<p>Position Code: MII-AA-01</p>
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ▪ Variety of administrative and executive support tasks that are confidential and sensitive. ▪ Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the Mission Director regarding content. ▪ Reading and screening incoming correspondence and reports; making preliminary assessment of the importance of materials and organizes documents; all official correspondence by way of emails/ letters and other means of communication on behalf of the Mission Director and the PMU team. ▪ Maintenance of official records/ files by establishing and maintaining various filing and records management systems. ▪ Coordination & facilitation of various committee meetings; PMU Annual and half yearly meetings with various stakeholders. ▪ Composing letters and memoranda in response to inquiries, putting up files for administrative approval. Reviewing, proof reading and editing documents prepared for Mission Director's signature. ▪ Calendar Management of Mission Director by coordinating and facilitating the Mission Director's calendar to arrange appointments, meetings, and conferences. ▪ Any other task allocated by the Mission Director. 	<p>Essential Qualifications: Graduate in any discipline from recognized University/ Institute.</p> <p>Desirable Qualifications: Diploma / PG Diploma in Office Management/ Communications / Public Relations or related subjects from any recognized Institute.</p> <p>Experience: Post Qualification, Minimum 2 Years.</p> <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience in handling public funds, Public Private Partnerships projects, Government procurement, Tenders, etc. ▪ Should have adequate knowledge of various IT software(s) and application(s) for general day to day working environment. <p>Age Limit: Maximum 35 years as on closing date of vacancy.</p>