

DATTOPANT THENGADI NATIONAL BOARD FOR WORKERS EDUCATION AND DEVELOPMENT (Ministry of Labour and Employment, Government of India)	
Name of the Post	Young Professional (Office Assistant)
Duration	11 Months
No. of Vacancy	04
Education qualification	<p>Essential</p> <p>i. Academic</p> <ul style="list-style-type: none"> Minimum Qualification Criteria - The candidate should either have a Bachelor's degree (in any discipline) with at least 3 years of experience or a Master's Degree (MBA/ Masters in Economics/ Psychology/ Sociology/ Operation Research/ Statistics/ Social Work/ Management/ Finance/ Commerce/ Computer Application etc.) with at least 2 years of experience. All the above stated degrees need to be recognized by UGC, AICTE etc. <p>ii. General:</p> <ul style="list-style-type: none"> Apart from proficiency in English language (mandatory), the candidate should be proficient in at least 1 other languages Hindi/any Regional language (Reading, writing and speaking proficiency). Candidate should have strong interpersonal communication, and organizational skills (Basic knowledge of MS Office) The candidate should have typing speed of at least 40 WPM in English. <p>Desirable</p> <ul style="list-style-type: none"> Candidate should have an ability to take initiative to make things happen and having self motivation. Should be skilful / tactful to work and navigate their way through a challenging environment of the Government system Should be able to Work under limited supervision using standardized practices and/or methods.
Nature of Duties	<p>The YP shall assist the higher Authorities of the Board in the following</p> <ul style="list-style-type: none"> Taking dictations, managing all the Meetings (offline/online), preparing PPTs whenever required, booking of air Tickets, receiving telephone calls, whenever required to maintain telephone/contact numbers of important persons. He/she should have proficiency in Computer work. Coordination with Head of Sections, Regional Directorate to manage all the digital aspects regarding SOM (Senior Officers Meeting – Weekly basis) Preparation of PPTs and reports. Any other work assigned by DTNBWED as per the requirement.
Remuneration	Rs.25,000/- (consolidated)
Age Limit	24 to 40 years as on last date of submission of application
Date of Advertisement	-
Closing Date	28.04.2025