

JOB DESCRIPTION

1. Post code: A0101

ADMIN ASSOCIATE - (Security)

Name of Post	Admin Associate-Security
Level	Pay Level – 6/7 of 7CPC
No. of positions	01
Place of Posting	Delhi
Job Responsibility	<ul style="list-style-type: none">• Operating and monitoring security systems• Control the entry and exit of individuals, materials and vehicles• Patrol on foot searching for any situations or conditions hazardous to the property or safety of person at a site• Patrol all outside parking areas as required to ensure vehicle safety and to detect unauthorized person• Write appropriate reports as required• Verification of Invoices and supporting documents and Bill processing for payment against the services rendered by the organization
Essential Qualifications	<ul style="list-style-type: none">• Ex –Servicemen (Junior Commissioner Officer Cadre) from Army/Navy/Air force or its equivalent from CAPF/State Police. with minimum 10 years of work experience. Should preferably have work experience as security officer/in-charge.
Desirable Qualifications	<ul style="list-style-type: none">• Knowledge of security practices and procedures• Strong leadership and team management skills• Attention to detail and a commitment to maintaining security standards• Physical fitness and the ability to perform security-related tasks as needed.
Age	<ul style="list-style-type: none">• 35 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. of India instructions) GEN/EWS CATEGORY : Not exceeding 35 years as on last date of advt. OBC CATEGORY : Not exceeding 38years as on last date of advt. SC/ST/PH CATEGORY : Not exceeding 40 years as on last date of advt. Ex-Servicemen : As per Govt. of India norms

2. Post: A0102

ADMIN ASSOCIATE - (Travel Desk)

Name of Post	Admin Associate-Travel Desk
Level	Pay Level – 6/7 of 7CPC
No. of positions	01
Place of Posting	Delhi
Job Responsibility	<ul style="list-style-type: none"> • Research, plan, and arrange itineraries, including flights and accommodations upon staff requests • Handle all bookings using the appropriate procedure define by the organization. • Ensure all arrangements are confirmed and properly coordinated. • Handle any issues or changes to travel arrangements as requested by staff. • Ensure all necessary travel documents, including visas, insurance, tickets, invoices and other related supporting paperwork are processed for timely payment. • Monthly Basis Car Contract Management, Short Term Car Contract Management and Outstation Contract Management • Verification of Invoices and supporting documents and Bill processing for payment travel and hotel bookings
Essential Qualifications	<ul style="list-style-type: none"> • First Class with regular degree in Graduation in any discipline from a university recognized by Govt. of India • Minimum 5 years of work experience in the field of Ticketing (air)
Desirable Qualifications	<ul style="list-style-type: none"> • Proficiency in Microsoft Office • Excellent interpersonal skills • Attention to detail. • Ability to manage and handle multiple tasks • Typing Speed: - 30-35 Words
Age	<ul style="list-style-type: none"> • 30 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. of India instructions) <p>GEN/EWS CATEGORY : Not exceeding 30 years as on last date of advt. OBC CATEGORY : Not exceeding 33years as on last date of advt. SC/ST/PH CATEGORY : Not exceeding 35 years as on last date of advt.</p>

3. Post: A0103

ADMIN ASSOCIATE - (Estate Management)

Name of Post	Admin Associate-Estate Management
Level	Pay Level – 6/7 of 7CPC
No. of positions	01
Place of Posting	Delhi
Job Responsibility	<ul style="list-style-type: none"> • Management of housekeeping and horticulture • Manage Outsourced Housekeeping & Horticulture staff • Maintain proper checklist against the estate management activities • Tracking & closure of escalated issues in the estate management • Oversee office premises and work on the well maintenance and upgradation of company infrastructure all the time. • Support daily operations and plan efficient administrative procedures. • Facilitate in organizing office activities • Compliance with Labour Laws • Payment of license fee/other operation related fees of state Government/municipalities • Verification of Invoices and supporting documents and Bill processing for services rendered for estate management
Essential Qualifications	<ul style="list-style-type: none"> • First Class with regular degree in Graduation in any discipline from a university recognized by Govt. of India • Minimum 5 years of work experience
Desirable Qualifications	<ul style="list-style-type: none"> • Proficiency in Microsoft Office • Excellent interpersonal skills • Attention to details. • Ability to manage and handle multiple tasks • Typing Speed: - 30-35 Words
Age	<ul style="list-style-type: none"> • 30 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. of India instructions) <p>GEN/EWS CATEGORY : Not exceeding 30 years as on last date of advt. OBC CATEGORY : Not exceeding 33years as on last date of advt. SC/ST/PH CATEGORY : Not exceeding 35 years as on last date of advt.</p>

4. Post: A0104

ADMIN ASSOCIATE – (Communication)

Name of Post	Admin Associate-Communication
Level	Pay Level – 6/7 of 7th CPC
No. of positions	01
Place of Posting	Delhi
Job Responsibility	<ul style="list-style-type: none"> Responsible for the supervision of all PBX operators in accordance with office standards. Provide prompt, courteous and efficient handling of all incoming calls and assistance for outgoing calls which transpire through PBX. Monitor telephone system problems and maintain log of such. Assist in emergency situations as central communication center for the office. Support the maintenance of the company's telecommunications system. Maintain the civil lines, DTH connections, PBX and telephone services of the organization.
Essential Qualifications	<ul style="list-style-type: none"> Must have a graduation degree or diploma with a minimum of 60% in their educational qualifications from a university recognized by the Govt. Of India or any equivalent qualification recognized as such by the Central Govt. Knowledge of telephone systems. Minimum 5 years of experience in PBX or related industry. Typing speed of minimum 30 to 35 words per minute. Knowledge of Excel is must.
Desirable Qualifications	<ul style="list-style-type: none"> Able to work in a high-volume area, detail oriented and possess problem-solving skills. Ex-Servicemen (Junior Commissioner Officer Cadre) from Communication Branch of Army/Navy/Air Force or its equivalent from CAPF/State Police is preferred.
Age	<ul style="list-style-type: none"> 30 years as on last date of submission of application as mentioned in advt. (Relaxation according to Govt. of India instructions) <p>GEN/EWS CATEGORY : Not exceeding 30 years as on last date of advertisement. OBC CATEGORY : Not exceeding 33years as on last date of advertisement. SC/ST/PH CATEGORY : Not exceeding 35 years as on last date of advertisement. Ex-Servicemen : As per Govt. of India norms</p>