

Management Assistant II

75,750

PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Economics / Public Policy / Social Work / Development Studies / Rural Development

Minimum 3 years of post-qualification experience

Less than 40 years of age as on 1st January 2018

Preferred marking on Total Experience: Max 35 years

5 marks for each additional completed year (over minimum 3 years exp)

Experience in an Executive Assistant / PMO role and with exposure to data analytics in a private organization and / or multinational corporation - Max 25 marks

5 marks for each additional completed year

Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) - Max 10 marks

5 marks for each additional completed year

PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Economics / Public Policy / Social Work / Development Studies / Rural Development from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time - Max 20 marks

University / College / Management Institution ranked in NIRF2017, as applicable.

Institutes ranked upto 50: 20 Marks | Institutes ranked 51 & above: 10 Marks
10 marks for Interview to be conducted by the Agency