



DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING
NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA
SURATHKAL, SRINIVASNAGAR - 575025, MANGALORE,
KARNATAKA, INDIA

Advt. No.:

Dated: 21/10/2024

Advertisement for the Position of Secretarial Assistant

Applications are invited from interested candidates for the post of **Secretarial Assistant** to work on the “11th IEEE International Conference on Power Electronics Drives and Energy Systems PEDES 2024,” technically sponsored by IEEE IAS, PES, PELS, and IES society sponsors. The selected candidate will be appointed for four months (on contract) for above mentioned position.

S No.	Position	Maximum Duration	Consolidated Salary	Number of Positions
1	Secretarial Assistant	4 months	Rs. 25,000/- (Per month)	One (01)

Eligibility:

Mandatory Qualification: Any Bachelor Degree with knowledge in Computer Applications

Age Limit: 30 Years

Essential Qualifications:

- Proven experience in a similar administrative or secretarial role.
- Strong organizational and multitasking abilities.
- Good communication skills, both verbal and written.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience in Multimedia

Key Responsibilities:

- Assist in the organizational tasks for the conference.
- Maintain schedules and prepare minutes of meetings.
- Organize travel and accommodation logistics for attendees.
- Prepare and distribute conference materials (programs, badges, etc.).
- Perform any other duties as required to ensure smooth execution of the event.

Interested candidates must apply with the following documents: (1) Cover letter (2) CV with photo, (3) Scanned copies of educational certificates and mark sheets. The soft copies of all the above documents as single pdf with file name as “YOUR_NAME_SA.pdf” must be emailed to kalpana@nitk.edu.in on or before 2nd November 2024 with subject “Application for SA-PEDES”.

Tentative Interview date is scheduled on 4th November 2024. No TA/DA will be paid for attending the interview. The appointment will be on a purely temporary basis.

Address for Correspondence:

Dr. R Kalpana, General Chair, PEDES 2024

Dept. of Electrical & Electronics Engineering,

NITK Surathkal, Mangalore, Karnataka, India -575025

Telephone: 0824-2473468, Email: kalpana@nitk.edu.in



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Application for the Position of Secretarial Assistant

1. Post Applied for: Secretarial Assistant

2. Name of the Candidate (BLOCKLETTER):

3. Father's Name (BLOCKLETTER):

4. Mother's Name (BLOCKLETTER):

5. (a) Date of Birth: (DD/MM/YYYY) _____

(b) Sex (Male/Female): __ _

6. Academic Qualification: (Starting from Standard 10 or equivalent Examination)

Name of Exam Passed	Name of the School/College/Institute/ University	Year of Passing	Discipline/ Specialization	Percentage of Marks/ CGPA

7. (a) Address for Communication: (BLOCKLETTER):

(b) Contact No (Mob):

(c) E-mail ID :

8. Declaration:

I do here by declare that the information furnished in this application is true to the best of my knowledge and belief. If selected, I promise to abide by the rules and regulations of the Institute.

Date:

Place:

Signature

Paste here a recent passport size photograph