



## **NITCON LIMITED**

### **VACANCY ADVERTISEMENT- 04/2025-26**

#### **Job Opening Number: NIT/ICAT/2025-26/04-01**

NITCON Limited is assigned by Client Organization to employ and engage on behalf of Client in the premises of Client Organization **at Manesar on a contract basis**. NITCON Limited is looking for suitable and qualified and eligible candidates for the following openings as under:

#### **1. Name of the Post: Executive Assistant to Director**

##### **Key Responsibilities:**

- Manage the Director's Calendar, including scheduling and coordinating appointments, meetings, and travel arrangements
- Screen and handle the director's communications, including emails, phone calls, and correspondence, often representing the Director's voice.
- Prepare reports, presentations, and documents for meetings and assist in drafting confidential correspondence
- Organize and coordinate meetings, including preparing agendas, taking minutes, and ensuring follow-up on action items.
- Liaise with internal departments and external partners, acting as a primary point of contact for the Director.
- Maintain strict confidentiality and professionalism in handling sensitive information and high-level communications.
- Support the Director with personal tasks and office management duties as required.
- Coordinate special projects, events and executive outreach efforts
- Prepare and manage expense reports and other administrative records.

##### **Educational Qualification and Experience:**

- Bachelor's degree is typically required; advanced degrees or certifications are advantageous.
- Several years of experience supporting senior executives, with at least 2 years as an assistant to a top executive preferred.
- Exceptional organizational, time management, and multitasking skills.
- Excellent verbal and written communication abilities.
- Expert in MS-Office especially Power Point Presentation.
- High level of discretion, integrity, and ability to handle confidential information.
- Strong proficiency in office management software and digital tools.
- Ability to work independently, exercise good judgment, and adapt to a fast-paced, dynamic environment.

**Salary:** As per Industry Standards

**\*Employee share deduction will be made as applicable**

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**Terms & Conditions:**

1. For applying on the above, a link with "Application Form to Apply" is placed at the website [www.nitcon.org/career](http://www.nitcon.org/career). Selection will be made as per the prescribed norms and requirements of the job.
2. The applications are invited through email at [openings@nitcon.org](mailto:openings@nitcon.org) only. No other means/mode for the receipt of the application will be considered.
3. No TA/DA will be paid to the candidates for attending the interview.
4. Preference will be given to local candidates subject to their selection.
5. For any clarification, please drop a mail at [services@nitcon.org](mailto:services@nitcon.org)
6. Only eligible and qualified as the requirement of individual vacancy based on the application submitted along with the required enclosed documents shall be called for the interview.
7. NITCON Limited and Client are fully authorized to accept or not to consider any application without assigning any reason.
8. The candidate has no right to ask for any clarification/reason for rejection of the application.
9. The eligible candidates will be called for an interview and confirmation for their appearances for their interview shall be communicated through their e-mail as mentioned in their Application Form.
10. Mere filling of the Application Form will not confirm your suitability/selection for the post.
11. The duly filled Application Form along with the enclosures submitted will be considered for evaluation. Separate/ additional documents submitted shall not be considered for evaluation. So, before filling up the Application Form and submitting documents, please look carefully to ensure correct and complete submission.
12. The candidate has to submit a duly filled signed Application Form along with self-attested scanned documents as under:
  - a. Birth Certificate
  - b. Class 10th Marksheet and Certificate
  - c. Class 12th Marksheet and Certificate
  - d. Graduation Marksheet & Degree
  - e. Post Graduation Marksheet & Degree
  - f. Diploma Certificate, if any
  - g. Work Experience Certificates
  - h. Aadhaar Card
  - i. PAN

The size of the PDF should not be more than **4 MB**.

Last date for submission of application forms is **02.08.2025**.