

**Associate position for Retired Executives from PSUs/Govt. Organisations/
Organisations of repute for BUH Secretariat, Bongaigaon**

Associate as Executive Secretary (ES) in BUH Sectt. - 01 position

- Posting Location** : BUH Secretariat, NTPC Bongaigaon
- Qualification** : Bachelor's degree or equivalent from a recognized University/Institute
- Grade** : Should have retired from E4 grade equivalent of NTPC
- Experience** : Should have minimum 5-year experience in the Secretariat of Business Unit Head (BUH)/Regional Executive Director (RED)
- Job Profile** : To facilitate MIS of BUH, preparation of monthly schedule, secretariat job, communication and correspondences with internal and external stake holders of BUH secretariat related work.
- Upper Age Limit** : 63 Years
- Period of Engagement** : 06 months
- Last date of application** : **14.05.2024**

Application link for the associate positions (M/24):

<https://forms.gle/S9JfBhi6NJvk2BKl9>