



## **INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE**

Plot No. 102, Institutional Area, Sector - 44, Gurgaon - 122003, India

### **Tasks for Personal Secretary cum Office Executive**

The tasks associated with the position of Personal Secretary cum Office Executive in the IGSTC office have two elements: (i) secretarial work for the Director IGSTC and (ii) as the Office Executive with the responsibility of all administrative and establishment work of IGSTC.

Personal Secretary cum Office Executive will perform the following tasks:

#### **1. Personal Secretary**

- (i.) Attend incoming telephone calls and diverting the calls to the concerned officials of IGSTC.
- (ii.) Will keep the agenda of appointments for the Director and will remind the Director of his engagement well in time.
- (iii.) Will prepare agenda papers for the meetings, conferences, etc., and the minutes of the meeting.
- (iv.) Keeping liaison with all stake holders of IGSTC including DST, and other bi-national organisations as also with the officials of the BMBF, Government of Germany and DLR-PT in Germany.
- (v.) Maintain all confidential reports, attend to all complaints, grievances received from the IGSTC officials and outside and submit to the higher officials for further action.
- (vi.) Issue of the Forms of Appraisal Reports to all the IGSTC officials in the month of April every year for filling up the self-appraisal columns and issue those to the Reporting and Reviewing officers and final receipt and documentation thereof.
- (vii.) Keep confidentiality and to carry out any other tasks assigned by the Director from time to time.

#### **2. Office Executive**

- (i.) Will take care of the Human Resources Management of IGSTC.
- (ii.) Will provide secretarial assistance and logistics in conducting Governing Body Meeting, Scientific Council Meeting and any other meeting organised by IGSTC.
- (iii.) Draft all official mails, office notes and other papers for the office.
- (iv.) To make sure that the AMC's of all equipment are renewed on time.

- (v.) Verification of all invoices, rent bills, utility and other bills.
- (vi.) Keep stock of office stationery, office equipment and other materials.
- (vii.) Handling of official communication, maintenance of files and registers.
- (viii.) Drafting and conclusion of contracts, agreements, etc.
- (ix.) Local purchase of office stationery and other office necessities.
- (x.) Maintain Attendance Register and Leave Account for all the officials of IGSTC and take action on leave application submitted by the officials.
- (xi.) Rendition of all reports and returns administrative.
- (xii.) Assist in booking of air tickets for the IGSTC officials, members of the Governing Body and Scientific Council of the IGSTC.
- (xiii.) Booking of hotel accommodation for the IGSTC officials, guests and visitors of IGSTC attending meetings, seminars, workshops, etc. in India and abroad.
- (xiv.) Maintain accounts for the IGSTC Imprest Account and keeping account of the expenditure incurred through imprest and render a fortnightly account of the expenditure from the imprest to the Accounts Assistant and take action for the recoupment of imprest as and when the balance falls below the 50% level.
- (xv.) Attend meetings, conference and other meetings organised by IGSTC when called upon to do so.
- (xvi.) Any other tasks assigned by the Director, Manager (Accounts & Administration) and the Senior Scientific Officer.

This issues with the approval of the Director IGSTC

**Manager (Accounts & Administration)**