



INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE

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

IGSTC invites applications for the position of Personal Secretary/Office Executive

Name of the position	Essential qualifications	Desirable qualifications/ Experience	Age as on 10.03.2017	Salary
Personal Secretary/Office Executive	Graduate/Post Graduate with excellent English and communication skills	Pleasing personality, ability to handle office correspondence efficiently and independently, proficiency in working with computers, ability to interact with foreign delegation, knowledge of German language, experience in organising meetings/conferences, and with a minimum of 5 years experience in a similar job profile.	30-35 years	25K-35K

Please apply within fifteen days from the date of advertisement (10.03.2017) in the prescribed format (as below) with a recent photograph in jpeg, along with copies of qualifications and experience, and by attaching the latest Curriculum Vitae. Completed applications should be sent to admin.igstc@igstc.org with "IGSTC Position" in the subject line.

- Please refer to the document "IGSTC Job - Tasks and Roles" for details.
- Applications received after the due date will not be considered.
- Applications not in the prescribed format and not with all the required attachments will summarily be rejected.



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Application Format for Positions in IGSTC

A. Personal Details	
Post Applied for	
Name in Full (in Block Letters)	
Gender (Male/Female)	
Marital Status (Married/Unmarried)	
No. of Children and Age (if Applicable)	
Date of Birth (as in Secondary School Certificate) in dd/mm/yyyy	
Father's/Husband's Name	
Mother's Name	
Nationality	
State of Origin and Domicile	
Mailing Address in Block Letters with PIN Code	
Permanent Address in Block Letters with PIN Code	
E-mail Address	
Mobile Number	
Telephone Number (Residence)	
Computer Skills like Expertise in MS Office/Excel/Tally/DTP, etc.	
Language(s) Known	
Knowledge of German Language	
Any Other Skills	

B. Educational Qualifications (Please Add Additional Degree/Diploma/any Other Qualifications)

Degree/Certificate	Year of Passing	Name of School/College Studied	Board /University & Location	% of Marks
Class X				
Class XII				
Bachelor's				
Master's				
Ph.D.				
Any other				

**C. Employment/Experience History: Details about Previous/Present Employment
(Starting with Latest Job)**

Period From - To (dd/mm/yy)	Organisation Name & Address	Position Held	Assignment/Work Profile	Salary last Drawn
1.				
2.				
3.				

Declaration

I hereby declare that the information given in the application form is true and complete to the best of my knowledge and belief (may use scanned signature).

Date
Place

Signature of Applicant
Name

Attach your recent photograph in jpeg format in the space below:

