



NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANagements (MANAGE)

(An Autonomous Organization of the Ministry of Agriculture & Farmers Welfare, GoI, India)
Rajendranagar, Hyderabad- 500 030, Telangana, India

**Walk in Interview for the post of Junior Program Executive
(PA & Stenographer)**

Name of the Centre	Center for Agri-Entrepreneurship Development (CAD)
Name of the position	Junior Program Executive (PA & Stenographer)
Number of positions	One Position
Date and time of online Interview	11/12/2023 at 10.30 AM
Link for joining Interview	https://manageindia.webex.com/manageindia/j.php?MTID=md27d930d7b86693425f74384ada1efa6
Place of work	AC&ABC Unit at (DA&FW) Ministry of Agriculture & Farmers Welfare (MoA&FW), Krishi Bhavan, New Delhi -110001
Duration of Assignment	Initially for one year, extendable further based on performance.
Monthly Salary	Rs.25,000/- per month consolidated for Junior Program Executive (PA & Stenographer) with 7 % increment per year
Essential Qualification	<ul style="list-style-type: none">• Any graduation• Stenography Certificate• Microsoft Office• e-Office data management
Desirable Qualification	<ul style="list-style-type: none">• Computer Communication Skill• Fluency in Hindi and English Language• Post-Graduation
Essential Experience	<ul style="list-style-type: none">• Minimum three year of experience in Agriculture Scheme of state/Central Government• Data Management under Agriculture Scheme of state/Central Government• Ministerial Note Filing on e-Office• Meeting Coordination & Management• Inter-Ministerial/ Departmental Coordination
Nature of Job	<ul style="list-style-type: none">• Stenography cum Data Entry Operator under AC&ABC scheme• Database management under AC&ABC scheme at MoA&FW• Ministerial Note Filing on e-Office• AC&ABC Meeting Coordination & Management• Inter-Ministerial Coordination• Assistance in Strategic Planning (Program, Event & Campaign)• Media Coordination & Management

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Dy. Director –Allied Sector