

Associate Position for Retired Executives from PSUs/Govt. Organisations/Organisations of repute

Required Qualification: Graduate or equivalent.

Required Experience profile: Minimum 05 years of working experience in HR-Welfare/Services area. Candidate must have working knowledge of PO/PR processing, SES processing, payment processing in SAP/Pradip system, processing of data in excel, E-mail handling etc. The candidate must have retired at E4/E5 level equivalent of NTPC.

Job Profile: Processing of PO/PR/payments in the online systems. Handling phone calls, mails (electronics and physical), Maintaining various documents & files, keeping records, handling query etc.

Period of engagement: 01 Year

Upper age limit: 64 Years

Last date of application: 23.12.2023

Application Link for the associate position (AG/23):

https://docs.google.com/forms/d/e/1FAIpQLSfZgWJwebTLXPmr_PPHyUdDvmHBPvp0oTdtuSybT0nRmeQkog/viewform?usp=sf_link