

Government of India
Ministry of Youth Affairs & Sports
Department of Sports
(National Sports University)

Engagement of Private Secretary in National Sports University (NSU), Imphal (Manipur).

National Sports University, Imphal (Manipur) is a Central University established under National Sports University Act, 2018.

A Private Secretary is required to be engaged purely on contract basis, initially for a period of 1 year, for the Imphal Office of the Vice-Chancellor of NSU. The details are given below:-

Sl. No.	Name of Post	No. of Post	Required Qualification
1.	Private Secretary	01	Retired Private Secretary/Principal Private Secretary having worked in Central Government Ministries/Offices or in Government of Manipur Ministries/Offices.

Details regarding minimum qualifications & other details are given below:

A. Eligibility

- i. Persons retired from the post of Private Secretary/Principal Private Secretary or equivalent, having worked in Central Government Ministries/Offices or in Government of Manipur Ministries/Offices and discharged responsibilities similar to those mentioned in 'B' below, in respect of office of a Senior Govt. functionary.
- ii. Proficiency in short hand with minimum 80 w.p.m. & typing speed of 30 w.p.m.
- iii. Good knowledge of stenography, typing etc.
- iv. Should be conversant with Microsoft Office.
- v. Should have good communication and interpersonal skills.

B. Job Responsibilities

- i. To manage the office of Vice Chancellor of NSU.
- ii. Taking dictation in shorthand and its transcription.
- iii. Typing of confidential documents including other typing work as considered necessary.
- iv. Screening and attending to telephone calls and the visitors.
- v. Handling of files.
- vi. Attending to distinguished visitors.
- vii. To liaise and coordinate with the offices of the Government of Manipur.
- viii. Any other duties and responsibilities connected with NSU assigned from time to time by the Competent Authority.

C. Period of Engagement

- i. The period of engagement will be initially for 1 (One) year. Extension beyond 1 and subsequent years shall be subject to the approval of the Competent Authority.

D. Terms of Engagement

- i. The engagement shall be purely on contract basis and shall not confer any right for regular appointment.
- ii. The contract can be terminated at any time by giving one month's notice from either side, without assigning any reason there for. The Competent Authority further reserves the right to terminate the appointment forthwith on payment of one month's remuneration in lieu of one month's notice without assigning any reason. The decision of the Competent Authority in this regard shall be final and binding.
- iii. The Officer engaged shall be required to observe normal office timings, but may be required to sit late or come early as the case may be, and may also be called upon to attend office on Saturdays, Sundays or Gazetted Holidays in case of exigencies of work.

E. Remuneration

- i. Consolidated remuneration shall be **Rs. 45,000/-** per month.
- ii. No other perks/ benefits such as gratuity, HRA, CCA, DA, Transport Allowance, reimbursement of medical facilities etc. shall be admissible.

F. Headquarters

- i. The Headquarters shall be **Imphal**.

G. Age Limit

Should not be more than **70 years** on the last date for receipt of application.

General Instructions:

- i. The University reserves the right to withdraw advertised post at any time without giving any reason.
- ii. Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the most suitable candidates to be called for the interview.
- iii. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- iv. Only the shortlisted candidates will be called for interview. Shortlisted candidates, called for interview, will bear the expenses on travel and stay.
- v. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Imphal and courts/tribunals/forums at Imphal only shall have sole and exclusive jurisdiction to try any such cause/ dispute.

- vi. The University reserves the right to reject any application without assigning any reason whatsoever.
- vii. The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
- viii. Any corrigendum/changes/updates shall be available only on University's website: www.nsu.ac.in
- ix. Incomplete and unsigned applications will be summarily rejected.
- x. The decision of the University in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
- xi. Applications received after the prescribed date will not be entertained.
- xii. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
- xiii. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
- xiv. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as University may require.
- xv. The envelope must be superscribed as application for the post of "Name of the Post". Name of the post applied for should also be indicated on the envelope. Application may be rejected, if not superscribed.
- xvi. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

Applications may be furnished as per attached proforma

Applications complete in all respects in the prescribed proforma should reach **Office of Dean, National Sports University, Khuman Lampak Sports Complex, Imphal, Manipur - 795001** by **17th December, 2019** by Registered/ Speed Post.

Applications received after due date will not be considered.

PROFORMA

ENGAGEMENT OF PRIVATE SECRETARY/ IN NATIONAL SPORTS UNIVERSITY (NSU), IMPHAL (MANIPUR) ON CONTRACT BASIS.

1. Name :
2. Date of Birth :
3. Contact Number and email-id :
4. Father's Name :
5. Address for communication :
6. Educational Qualification :
7. Proficiency of working in computer :
8. Date of Joining Govt. Service :
9. Date of retirement :
10. Name of Ministry/Department / Organization from which retired :
11. Brief particulars of Experience (attach sheet if required) :
12. Whether any Departmental proceedings :
Was drawn against them during their in
Govt. and particulars thereof.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the applicant