



SERVICES EXPORT PROMOTION COUNCIL

(Set up by Ministry of Commerce and Industry, Government of India)

www.servicesepec.org

Job Title: Executive Assistant to the Director General, Services Export Promotion Council (SEPC)

The Executive Assistant to the Director General of the SEPC provides comprehensive administrative and strategic support to the Director General, ensuring efficient management of their schedule and responsibilities. This role involves a wide range of administrative, communication, and coordination tasks.

Responsibilities:

1. **Calendar Management:** Manage the Director General's calendar, schedule appointments, and coordinate meetings. Ensure the Director General is well-prepared for meetings and events.
2. **Correspondence Management:** Handle incoming and outgoing communications on behalf of the Director General. This includes emails, phone calls, letters, and other forms of correspondence.
3. **Document Preparation:** Assist in preparing documents for meetings, presentations, and events. This may include drafting memos, reports, and other written materials.
4. **Meeting Coordination:** Coordinate and organize meetings, including preparing agendas, distributing materials, arranging logistics, and taking minutes.
5. **Travel Arrangements:** Plan and arrange travel itineraries, including flights, accommodations, and transportation. Ensure all travel plans align with the Director General's schedule and requirements.
6. **Project Support:** Assist the Director General in managing various projects and initiatives. This may involve coordination, communication, tracking progress, and reporting.
7. **Confidentiality:** Maintain strict confidentiality of sensitive information.

Qualifications & Experience

1. A Bachelor's degree in business administration or a related field.
2. Previous experience as an executive assistant or in a similar role.
3. Exceptional organizational and time management skills.
4. Strong written and verbal communication skills.
5. Proficient in using various office software, including word processing, spreadsheets, and presentation software.
6. Ability to handle sensitive information with confidentiality.
7. Ability to work well under pressure and manage multiple priorities.
8. Over 10 years of relevant experience.

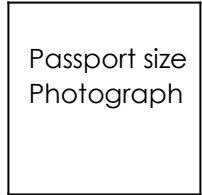
Note: This job description provides a broad overview and the exact duties and requirements can vary depending on the specific needs of the Director General and the Services Export Promotion Council.



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ANNEXURE A

APPLICATION FOR THE POST OF _____



1. Name in full (In Block letters) : _____

2. Father's Name : _____

3. Age as on 01.06.2023 : ____years ____months ____days

4. Correspondence

Address : _____
(In Block letters)

5. Contact No; Mobile : _____

Telephone : (O) _____ (R) _____

Email : _____

6. Qualifications (Academic & Professional) : Starting from class 10th onwards

Exam passed	Year of passing	Name of the Inst/University	Max marks	Marks obtained	% of marks

7. Total work experience: ____years ____months



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8. Experience Details (**Post qualification only**)

Name & address of employer	Post held	From	To	Pay scale & Gross emoluments	Brief Job Description

9. Please give two References (Name, Address and Contact no.)

	Reference 1	Reference 2
Name		
Contact no.		
Address		

Declaration to be signed by the Candidate

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. I also certify that no criminal proceeding is pending against me before any Court of law. If any particular mentioned by me is found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

Signature of the Candidate

Place:

Date:

NOTE:

- i. **Incomplete applications shall be summarily rejected.**
- ii. **Applications sent by post or in person shall not be entertained.**

APPLICATION FOR THE POST OF

- **Demonstrate your work experience relevant to your job description:**

1. Research, Analysis and reporting on bilateral trade, supporting the formulation of policies to promote services trade

2. Identification of and suggest remedial measures against existing or emerging trade barriers in potential markets for Indian service exporters.

3. Regular analysis and reporting of data and statistics on the Services sector.

4. Designing and managing local advocacy campaigns/workshops and conferences.

5. Knowledge of the International Trading frameworks and institutions as well as Indian government systems.

6. Any other relevant information

Note: It is not necessary to fill each column. Please fill in only those columns where you have actual experience