



PUNE METROPOLITAN REGIONAL DEVELOPMENT AUTHORITY, PUNE

REQUIRES

Skilled & experience professional for Pune Metropolitan Region Development Authority on Contractual basis through **Sumeet Facilities Ltd. Chinchwad Pune**

Sr. No	Post	Required Posts	Educational Qualification	Required Experience	Job Role	CTC
1	Executive Assistant to Metropolitan commissioner	01	Degree of any discipline with recognized and reputed university with minimum higher second class.	<ul style="list-style-type: none">- At least 5 years of work experience.- Should have knowledge of government procedure, rules and regulations. Should have knowledge of MS Word, Excel, and PPT etc.- sound documentation and technical writing skills- should be able to confidently communicate with senior IAS officers.-proficiency in English, Marathi & Hindi.	<ul style="list-style-type: none">-To assist the metropolitan commissioner in research and analysis for various strategic initiatives.-To coordinate with various government departments as per instructions of commissioner.- To be able to coordinate with Mantralay & GOI secretariats.	45,000/-

Interested candidates can apply for walk in interview on 20/09/2019 at 11.00 am. at - S.No.152/153, Maharaja Sayajirao Gaikwad Udyog Bhavan, 4 Th Floor, Aundh, Pune.

Note: Those who applied earlier need not apply again.

Pune
Date: 16/09/2019

Authorised Signature
Sumeet Facilities Ltd. Pune