



ISO 9001: 2015
ISO 14001: 2015
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CENTRAL ELECTRONICS LIMITED
A Mini Ratna Enterprise
(A Government of India Enterprise)
Under Department of Scientific & Industrial Research
Ministry of Science & Technology
4, Industrial Area, Sahibabad, Ghaziabad (UP)
Tel.No.0120-2895143, E-mail: celrecruitment@celindia.co.in
CIN : U32109DL1974GOI007325

Notice for the post of Junior Executive(Trainee) on contract basis
(Consolidated Pay)

Applications are invited from eligible candidates for two post of Junior Executive (Trainee) on contract basis. The qualification and experience shall be as follows:

Qualification:-	The Candidate should be a Graduate along with Diploma in Modern Office Management & Secretarial Practice from a recognized institution/university/board.
Experience:-	The candidate should have minimum 01 years of experience in performing secretarial work & must possess the following: i) Exceptional written and verbal communication abilities. ii) Strong organizational and multitasking abilities. iii) Meticulous attention to detail and accuracy. iv) Maintain a high level of professionalism and confidentiality.
Role:-	i) Providing high-level administrative support and assistance to the assigned leadership staff. ii) Perform clerical and administrative tasks including drafting letters, reports, and other documents. iii) Organize documents efficiently, create databases, and retrieve information so that important information is available to one and all when required. iv) Oversee the various communication channels, including phone calls, emails, and face-to-face interactions. v) Handling confidential letters/Dak/files, facilitating meetings/conferences. vi) To do any other work assigned
Age:-	Maximum age of 35 years as on 31.01.2025
Emoluments: (Consolidated Pay)	Rs. 32,000/- per month 1 st Year (Further, increase in remuneration upto 10% in the subsequent year will be based on performance & assessment by the authorities).
Working days:-	All working days in a week.

The post is initially for a period of three years, which is further extendable on performance and requirement basis.

Eligible candidates may send their resume with all certificates and testimonials duly completed in all respects as per Annexure-A attached, by 24.02.2025 to General Manager (M&CC & HRD), Central Electronics Limited, 4, Industrial Area, Sahibabad – 201010, Ghaziabad (UP) through speed post/courier.

CEL reserves the right to withdraw the advertisement without assigning any reason(s) thereto. CEL reserves the right to change/modify/cancel the terms and conditions of the empanelment without assigning any reason.

GENERAL MANAGER (M&CC & HRD)

APPLICATION FOR APPOINTMENT OF JUNIOR EXECUTIVE (TRAINEE) ON CONTRACT BASIS
CONSOLIDATED PAY

1. Name in full (In Block Letters) :
2. Father's/Husband's name :
3. Gender (Male/Female) :
4. Address for communication :
Telephone Number :
Mobile Number :
E-mail Address :
5. Permanent Address :
6. Date of birth :
Age as on 31.01.2025 :
7. Nationality :
8. Marital status :
9. Educational/Professional Qualifications

Self Attested

Photograph

(Starting from Matriculation or equivalent onward)

Sl. No.	Examination Passed	Mode of Education (Full time/Part Time)	Year of Passing	Board/University	Class/ Division	CGPA/% of Marks	Main Subjects

10. Experience (including present employment)

Sl. No.	Name of Employer	Employment Type (Govt/PSU/Autonomous/Private)	Designation	Pay Scales & Basic Pay	Date of Joining	Date of Leaving & Reason of leaving	Nature of duties performed

11. Languages known:

12. Any Other Information such as experience, training, publications etc in support of suitability of the post.

UNDERTAKING

I solemnly declare that

The information given above is correct and complete. If any information at any stage is found incorrect, I shall be responsible for the same.

Place:

Name & Signature of the Applicant

Date: