

Position	Salary (INR per month)	Minimum	Preferred	Comments (if any)
Management Assistant I	100,000	<p>PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Economics / Public Policy / Social Work / Development Studies / Rural Development</p> <p>Minimum 5 years of post-qualification experience</p>	<p>Less than 40 years of age as on 1st January 2020</p> <p>Preferred marking on Total post-qualification Experience: <b>Max 35 marks</b> <b>5 marks for each additional completed year (over minimum 5 years exp)</b></p> <p>Experience in an <u>Executive Assistant / PMO role</u> to top management and with exposure to data analytics in a private organization and / or multinational corporation - <b>Max 25 marks</b> <b>5 marks for each completed year of experience</b></p> <p>Experience of working with state / central government / bilateral / multilateral organizations (e.g. World Bank, DFID, UNDP, ADB) - <b>Max 10 marks</b> <b>5 marks for each completed year of experience</b></p> <p>PG Diploma ( 2 year full time) or Master's degree (full time) in Management / Business Administration / Economics / Public Policy / Social Work / Development Studies / Rural Development from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time - <b>Max 20 marks</b> <b>University / College / Management Institution ranked in NIRF 2019, as applicable.</b> <b>Institutes ranked upto 50: 20 Marks   Institutes ranked 51 &amp; above: 10 Marks</b></p>	<p>10 marks for Interview to be conducted by the Agency</p>