



QUOTATION CALL NOTICE

CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE

ENGAGEMENT OF AGENCY FOR OUTSOURCING SERVICES OF ONE PERSONAL ASSISTANT (PA) TO EXECUTIVE DIRECTOR, CMGI

Sealed quotation as per the prescribed format are invited from firms/ Agencies to engage 1 (one) post of Personal Assistant(PA)to Executive Director, CMGI to be placed at CMGI Headquarters, Toshali Bhawan, Satya Nagar, Bhubaneswar, Odisha for a period of 6-month i.e. 01.07.2022. The PA to Director should have experience of working as PS/PA under any Senior Government/Private Official. Preference will be given to agencies having experience in working with Government of Odisha in manpower outsourcing field.

Sealed Quotation should be submitted in the address as mentioned below so as to reach on or before 04:00 PM of 29.06.2022 at the address mentioned below.

Quotation Format:

| SL NO | Name of the position | Job description | Monthly Consolidated Fee(in Rs) inclusive of employee share of ESI & EPF | Service charges | GST | Total |
|----------|--------------------------|---|---|-----------------|-----|-------|
| <u>1</u> | PA to Executive Director | <p>Taking dictation from the Executive Director, Draft notes, letter orders, Orders,</p> <p>Maintaining EDs appointment schedule by planning and scheduling meetings, conference,</p> <p>Undertaking the task of receiving calls, take messages and and routing clerical correspondence through the ED</p> <p>Maintaining diaries and making appointment the Executive Director</p> <p>Other assignments as and when directed by the Executive Director, etc.</p> | | | | |

Procurement Officer, CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE, Block-A2, 1st Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007.

By order of Executive Director

[Signature]
13.06.2022

Procurement Officer, CMGI