

NSPPL is inviting applications from qualified and experienced professionals for the following position, to be based at its Delhi office:

Sr. No.	Role/ Position	No. of Posts	Location	Eligibility
1	Sr. Executive - Administration	01	Delhi	<ul style="list-style-type: none"> - Graduate in any discipline. - Minimum 5 years of experience in corporate administration, handling office administration functions such as travel coordination, housekeeping, security management, vehicle management, guest house management, processing of administrative invoices, facility management, and general administrative operations. - The candidate should possess strong verbal and written communication skills in English and demonstrate the ability to effectively coordinate with internal teams, vendors and senior officials.

Candidates are advised to upload their details at the link

<https://nhit.hiringbull.com/CareerSite/Jobs/Detail/5225/Senior-Executive-Administration/>

Candidates are also advised to send their updated resume to career@nhit.co.in with a subject line "Application for "Name of Position"". Applications without appropriate subject line shall not be accepted.

The last date for submission of application is March 30, 2026.

Equal Employment Opportunity:

NSPPL is an Equal Opportunity Employer and doesn't discriminate in employment based on race, religion, gender status in our employment and hiring practices. We encourage qualified candidates from all backgrounds to apply for open positions within our company.