Applications are invited from Indian Citizens for **01 post of Executive Assistant** on purely contract basis for Alumni Affairs and International Programmes (AA&IP). The appointment may be made for a period of 01 year, with a consolidated salary as per details mentioned below:

<table>
<thead>
<tr>
<th>Post</th>
<th>Consolidated Salary</th>
<th>Age Limit</th>
<th>Minimum Qualification / Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant</td>
<td>To be decided</td>
<td>Maximum 35 years</td>
<td>Essential</td>
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<tr>
<td>(01 Post)</td>
<td>depending upon the qualification &amp; experience of the candidate subject to a maximum of Rs. 40,000/- per month</td>
<td></td>
<td>a. Educational Qualification: Bachelor Degree in any discipline</td>
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<td>b. Experience: Minimum 2 years of experience in administration, coordination &amp; Graphic Design</td>
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<td>Desirable</td>
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<td></td>
<td>A degree/diploma in Business Administration, Office Management/ Secretarial Practice, having excellent communication skill and experience in MS Word, Advanced Excel, PPT &amp; Outlook etc.</td>
</tr>
</tbody>
</table>

**Date of Written Test/ Interview**: 01.05.2018 (Tuesday) 09:30 a.m.

**Venue**: Senate Room, Near Director’s Office, Main Building, IIT Delhi, Hauz-Khas, New Delhi- 110016

**Job Responsibility:**

Indian Institute of Technology Delhi is looking for a dynamic resource, who has sound knowledge and experience of assisting the Senior management. She/he will be responsible for monitoring, arranging and prioritizing meeting/appointments IIT Alumni as usual activities. Additionally, inclination towards handling financial aspects and aspiration to grow and understand Education industry work dynamics will be an advantage. For this position, the incumbent is also expected to be flexible with work timings basis on work requirement. Primary job responsibilities include:

1. Assisting the Dean in day to day administrative work.
2. Handling incoming and outgoing communication.
3. Will be responsible to check his emails and ensure that all emails get attended on time.
4. Timely reply to emails on behalf of Dean.
5. Making travel arrangements for Deans & staff members.
6. Organizing meetings and appointments.
7. Calendar Management and make sure Dean is apprised of all upcoming meeting.
8. Managing the visits/ Delegation visiting Dean Office.
9. Organize and schedule internal and external meeting, also contracting the participants (Requires coordination with other departments).
10. To prepare minutes of meeting (MOM).
11. Event Management like Alumni meets, Golden Jubilee, reunion etc.
12. To prepare presentations whenever required.
13. Maintains office supplies inventory by checking stock to determine inventory level.

Contd...
14. Document review & preparation and possibly overseeing other staff.
15. Taking follow up of the work given to the team.
16. Assisting in the completion of projects as directed.

NOTE:

1. No candidate may be entertained if, he/she reports after the above mentioned time of reporting.
2. There may be a Written Test to shortlist the candidates and only those who will qualify the Written Test, as per the decision of Competent Authority, may be shortlisted for Interview.
3. Please note that this is purely a temporary arrangement and appearance in the Walk-In-Test/Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.
4. Immediate joinee will be preferred.
5. No T.A/ D.A will be paid for attending the Written Test / Interview.
6. The candidates who fulfill the above qualifications/experience exact skill set as mentioned should report for Written Test/ Interview at above venue. Please bring your formal application along with Bio-data having complete information regarding educational qualification indicating percentage of marks of each examination passed, details of work experience etc. and a recent passport size photograph, along with Original and self attested photocopies of certificates (academic & professional) addressed to Assistant Registrar (Estt-2), IIT Delhi. The specimen of “Application Form” is also available on the Website of IIT Delhi <www.iitd.ac.in> (Please see column Jobs@IITDelhi, under the heading non-academic).

DISTRIBUTION
1. Institute Website
2. Notice Boards of IIT Delhi
3. Dean, AAIP
4. Assistant Registrar, AAIP
5. Secretary to Dy. Director (Operations)
6. Secretary to Registrar

Asstt. Registrar
(Rectt. Cell)