Applications are invited from Indian Citizens for **01 post of BRCA Office Assistant cum Event Coordinator** on purely contract basis for BRCA, IIT Delhi. The appointment may be made for a period of 03 months, renewable subject to requirement & satisfactory work performance 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>BRCA Office Assistant cum Event Coordinator (01 post)</td>
<td>Rs. 32,000/- per month</td>
<td>Below 45 years as on the date of Interview</td>
<td>Qualifications and skills:</td>
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<td>- Minimum expected qualification is graduation in any discipline.</td>
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<td>- Minimum 02 years of overall work experience in administration and management tasks.</td>
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<td>- Excellent demonstrable verbal and written communication skills.</td>
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<td>- Good knowledge of office work related software (MS Office, Google Suit etc.) and online media.</td>
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<td>- Preference will be given to candidates having worked in any teaching position and having experience of mentoring students.</td>
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<td>- Candidate should have demonstrable skill of people management and conflict resolution.</td>
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**Roles and Responsibilities:**

- Coordinate day to day office communication of BRCA in person and online.
- Arrangement of BRCA meetings with students and concerned faculty members.
- Communication with Club Presidents/ Vice Presidents and Club Secretaries as per requirement.
- Coordinate invited art, music and dance classes in BRCA.
- Record keeping, accounts maintenance, letter drafting, handling vendors etc.
- Arrange equipment and instruments for regular recreational classes and for scheduled events.
- Oversee SAC rooms maintenance and cleanliness and
- Booking of rooms, halls, other areas and arrangement of light and sound systems for events
- Motivate BRCA secretaries for ethical conduct and oversee their performance.
- Conduct meetings with club secretaries to understand their day to day requirements.

**Date of Interview**

<table>
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<tr>
<th>Date of Interview</th>
<th>Time of Reporting for Interview</th>
<th>Venue</th>
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<tbody>
<tr>
<td>04.09.2019</td>
<td>09:30 a.m.</td>
<td>Committee Room of Dean, Student Affairs (MS- 207/A-1 Ph-II), IIT Delhi, New Delhi -110016</td>
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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-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 Interview.
6. **The candidates who fulfill the above qualifications/experience exact skill set as mentioned should report for 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 (Rectt. Cell), 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*).

[Signature]

Asstt. Registrar
(Rectt. Cell)

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4. Dean, Student Affairs
5. Associate Dean, Student Events
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