INDRAPRASTHA INSTITUTE *of* INFORMATION TECHNOLOGY DELHI

(A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

Advt. No. 08/2023   Date: September 11, 2023

Advertisement for Non-Academic Position

Online applications are invited for the following position at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

1. Executive Assistant: 01 post.

The employment to the above post will be full-time, for an initial period of one year on a consolidated salary basis, extendable based on performance and requirement of the Institute.

Essential Qualification & Experience:

Post Graduate in Management or equivalent* with good academic record (at least 60%) throughout all degree/s and minimum 01 year's relevant experience.

*Equivalent: All such bachelor's degree programs have a time duration of 4 years or more.

Desirable:
Working experience in Educational Institute/ R&D Organizations/ MNC of repute.

Key Responsibilities:

1. **Executive Support:**
   - Manage calendar, appointments, and scheduling;
   - Arrange and coordinate meetings, conferences, and travel arrangements;
   - prepare and organize materials for meetings, presentations, and reports;
   - Prioritize and respond to emails, messages, and other communications on behalf of the Founding Director;
   - Assist in conducting research, gather information, and prepare briefing materials as required.

2. **Administrative Tasks:**

   - Handle administrative tasks such as expense reporting, document preparation, and record keeping.
   - Assist in drafting, proofreading, and editing correspondences, reports, and documents.
   - Help in managing websites for the Founding Director and his projects/initiatives.

3. **Project Related Responsibilities, including Enveave:**
   - Help the Founding Director in all his projects, including Enveave (enveave.earth)
   - Collaborate with project teams to assist them in the coordination and execution of their initiatives, particularly for environmental initiatives and projects relating to Enveave.
   - Liaise with volunteers, funders, and experts for effective communication and engagement.
   - Support the planning and execution of events, workshops, and campaigns related to projects
   - Contribute to content creation for projects/Enveave including social media and website.

   Preference would be given to those having:
   - Proven experience as an executive assistant or in a similar role.
   - Excellent organizational and time management skills.
   - Strong written and verbal communication skills.
   - Proficiency in MS Office and digital communication tools.
   - Ability to handle multiple tasks and prioritize effectively.
   - Discretion and confidentiality in handling sensitive information.
   - Passion for environmental initiatives and sustainability is a plus.

Consolidated Salary:

The monthly consolidated salary will be in the range of Rs-40,000/- to Rs. 45,000/-.

General Information/ Conditions/ Instructions:

1. Age limit: The maximum age limit is 30 years.
2. Appointment to the post will be on a contract basis for a period of one year only, which can be renewed based on performance and requirements at the Institute.
3. Prescribed qualifications are minimum, and the mere fact that a candidate possesses the same will not entitle him/her to be called for a written test/interview. In this regard, the decision of the Institute/ Screening Committee will be final, and no request in this regard for reconsideration etc., will be entertained through any means.

4. Screening of the applications will be done based on the provided information in the application form. Accordingly, a candidate should give optimum details in the online application.
5. Shortlisted candidates will be informed for written tests/interviews through registered e-mails only.
6. The Institute reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit based on age, qualification, experience, etc.
7. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
8. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for a written test/interview. No request in this regard will be entertained for review etc.
9. The selected candidates will be expected to join within one month from the date of the Offer of Appointment.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in . The last date for applying online is September 29, 2023, by 5 PM. Incomplete application will be summarily rejected.

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