

Advertisement for Project Position at IIT-Delhi

Candidates are invited to appear for a **Walk-in Interview** for the one-year project position in the PGD-DSHCS Program at the Indraprastha Institute of Information Technology Delhi (IIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi.

S.No	Position	Vacancies
1.	Executive Associate	01
2.	Executive Assistant	01

Details for the positions

Executive Associate : 01 Position

Employment type: One-year contract

Qualification & Experiences: Bachelor's degree in any discipline with 55% marks and 2 years of relevant experience.

Working Days: Full Time (Monday to Friday, and Sunday)

Age Limit: 40 years

Salary: 33,000/- p.m. consolidated

Key Responsibilities:-

Job responsibilities will include (but not limited to):

- Coordination with faculty and TAs for smooth execution of curriculum
- Attendance and classroom management, time table coordination and class announcements
- Responding to administrative queries of students
- Coordination with AV and IT team for smooth running of classes, exams and other academic activities
- Organizing meetings and other events
- Taking notes of minutes of meetings, collating and sharing
- Budget planning & management of finances
- Outreach activities
- Creating annual reports and other collaterals for outreach

Preference would be given to those having: -

- Excellent communication skills (Oral and Written) in English and Hindi.
- Excellent Noting/ Drafting skills.
- Good problem-solving skills.

- Ability to quickly learn organization & processes.
- Ability to maintain interpersonal relationships.
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Technical Skills: Fluency with Microsoft Office Suite including Excel and Word, Google Docs and Spreadsheet, etc.

General Information/Condition/Instructions:-

1. The appointment will be purely on an ad-hoc and contract basis for one year.
2. Contract can be terminated by giving one month notice period by either side or salary in lieu of that.
3. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
4. The selected candidates will be expected to join within one month from the offer of appointment.

Interview:-

- Kindly complete the form by **11th September 2024** using the following link: <https://forms.gle/iLksMcKZNRa8JtRm8>.
- After submitting the form, please attend the walk-in interview scheduled for **Friday, 13th September 2024**, from 10:00 AM to 1:00 PM. The interview will be held venue : Room No. A-320 (Meeting Room), 3rd Floor ([R&D block](#)), [IIIT Delhi, Okhla Industrial Estate, Phase-3](#) (Near Govind Puri Metro Station), New Delhi, India - 110020.
- Please ensure you report between 9:30 AM and 9:45 AM on the day of the interview.

Executive Assistant: 01 Position

Employment type: One-year contract

Qualification & Experiences: Bachelor's degree in any discipline with 55% marks and 2 years of relevant experience.

Working Days: Full Time (Monday to Friday, and Sunday)

Age Limit: 40 years

Salary: 30,000/- p.m. consolidated

Key Responsibilities:-

Job responsibilities will include (but not limited to):

- Coordination with faculty and TAs for smooth execution of curriculum
- Attendance and classroom management, time table coordination and class

announcements

- Responding to administrative queries of students
- Coordination with AV and IT team for smooth running of classes, exams and other academic activities
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