Advertisement for Project Position at IIIT Delhi

Candidates are invited to appear for **Walk-in Interview** for the post of **Executive Assistant** for Projects in **Centre for Intelligent Product Development (CiPD)**

Posts	Executive Assistant/ Research Assistant
No of Position	1
Project Title	● Handling projects and operations in Centre for Intelligent Product Development
Monthly Remunerations	INR 30000 per month consolidated, salary is negotiable for deserving candidates.
Project Description	Applications are invited to support the Centre for Intelligent Product Development (CiPD) in achieving its vision of "Contribute to Turn Bharat into a Product Nation." **This is purely a Project position, temporary in nature.**
Essential Qualifications & Experience	1. Masters degree in relevant subject OR BE/ BTech/ BDes OR 2 Yrs PG Diploma in Management OR possessing any professional degree acquired after completing 4 years of study after 10+2 2. Upto 3 - 4 years of work experience in the relevant field. (Experience includes up to 3 yrs for PhD holders provided no work experience is already counted for that duration) 3.
Desirable Qualifications & Experience	1. Experience in working with teams, customers, uncertainty, and conflicting requirements in a product development and delivery setting is preferred. 2. Candidates with additional qualifications, research experience, publications, and post-qualification work experience in the relevant field will be preferred 3. Experience in working with start-ups/research projects/ leading a start-up is desirable. 4. Candidates with experience in product design from requirement analysis to product support stage will be preferred.
Duration	Initially, it will be up to 1 year, and further extension will be dependent on contribution and project requirement.
Application Process	Please send your CV with the subject, "Application for Executive Assistant/ Research Assistant for CiPD" to cipd@iiitd.ac.in and keep sanjna@iiitd.ac.in in cc. The last date to apply is 21 days after the advertisement is published. However, applications will be processed as received, and the person will be asked to join as soon as possible.
Project Principal Investigator	Dr. Anuj Grover

How to Apply	Please send your CV with the subject, "Application for Executive Assistant/ Research Assistant for CiPD" to cipd@iiitd.ac.in and keep sanjna@iiitd.ac.in in cc. The last date to apply is 21 days after the advertisement is published. However, applications will be processed as received, and the person will be asked to join as soon as possible.