



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

ADVERTISEMENT FOR LOGISTICS EXECUTIVE POST

Advt. No. 09 /2025

Date: 4th April 2025

Online applications are invited for the following post **ON CONSOLIDATED SALARY** for a period of one year at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi.

Post Summary

SL. NO.	POST NAME	SALARY (CONSOLIDATED)
1	LOGISTICS EXECUTIVE	₹40,000/- PER MONTH

The detailed guidelines about the post are as below:

Role Name	Role Overview	Qualification & Work Experience
EXECUTIVE	<p>Job Summary: We are seeking a reliable and organized Logistics Executive to look over day-to-day site works, coordination of coordinating events, swimming pool, vehicle bookings, logistics and administrative support in an Academic Institute.</p> <p>Preferred Skills</p> <ul style="list-style-type: none">• Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).• Excellent organizational and time-management skills.• Strong written and verbal communication skills.• Ability to multitask and prioritize tasks effectively. <p>Roles & Responsibilities</p> <ol style="list-style-type: none">1. Arrangements and coordinating of events with departments including calling tenders /quotations to Manage requirements of events, seminars, conferences.2. Liaison with the Local agencies /Govt agency coordination as called for such purposes.3. Transport management with vehicle booking, record keeping, bill processing, fleet management.	<ul style="list-style-type: none">• Graduation & above.• A minimum 1 year of experience as an Office Assistant or in a similar administrative role (desirable).

	<ol style="list-style-type: none"> 4. Manage Works to be performed in coordination with all FMS, Security, Housekeeping & AMC agencies as required for upkeep of Guest House, its booking and management. 5. Maintain files records searching and recordkeeping including expenditure vs budget statement of the division. 6. Tender, Award and Control work for the Facility Management, Security and Housekeeping services and or any other works in coordination with seniors. 7. Assist in booking and printing of newspaper advertisements. 8. Provide support for swimming pool booking slots allocation issue of swimming permit cards after validation and maintain records of monthly/yearly deposits for the purpose. 9. Providing labels and parking stickers after checking with concerned officials 10. Miscellaneous support in billing of utilities, other services vendor billing support to the division. 	
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General Information:

- 1) This is a contract position in IIIT Delhi.
- 2) Only the shortlisted candidates will be contacted for further selection process through emails.

How To Apply: Candidates shall share detailed CV on recruitment@iiitd.ac.in. The last date for applying is **18th April 2025 by 5 PM**. Please mention subject line as “APPLICATION FOR THE POST OF LOGISTICS EXECUTIVE”.

Registrar