



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

ADVERTISEMENT FOR OFFICE ASSISTANT POST

Advt. No. 07/2025

Date: 28-03-2025

Online applications are invited for the following post on third party payroll for a duration of one year (extendable on performance basis) 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
1	OFFICE ASSISTANT	₹25,000/- PER MONTH

The detailed guidelines about the post are as below:

Role Name	Role Overview	Qualification & Work Experience
Office Assistant	<p>Job Summary: We are seeking a reliable and organized Office Assistant to provide essential administrative support and ensure the smooth operation in an Academic Institution.</p> <p>Responsibilities: To provide administrative support such as maintaining records, meeting coordination, preparation of reports and any other administrative duties as assigned.</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.	<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).

General Information:

- 1) This is a contract position on third party payroll.
- 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 **7th April 2025 by 5 PM**. Please mention subject line as "APPLICATION FOR THE POST OF OFFICE ASSISTANT".

Registrar