



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

**Advertisement for Non-Academic Post for the Office of Communication and Alumni Affairs**

**Advt. No. 26/ 2025**

**Date: 29<sup>th</sup> September, 2025**

Online Applications are invited for the following post on third-party payroll for a duration of one year (extendable on a 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**

S. No	NO OF POSTS	POST NAME	SALARY
1	1	Junior Assistant (Office of DoCAA)	Rs. 25000/- Per Month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Junior Assistant (Office of DoCAA)	<p><b><u>Detailed services/skills required:</u></b></p> <p><b><u>Communication &amp; Content</u></b></p> <ul style="list-style-type: none"><li>Strong writing skills for creating content across social media, press releases, official emails, and meeting minutes.</li><li>Good oral communication and interpersonal skills for effective coordination and stakeholder engagement.</li></ul> <p><b><u>Design &amp; Digital Tools</u></b></p> <ul style="list-style-type: none"><li>Basic graphic design skills (preferably on Canva or similar platforms) for creating digital content.</li><li>Proficiency in MS Office Suite (Word, Excel, PowerPoint) and Google Suite (Gmail, Google Docs, Slides, Calendar, etc.) for documentation, reporting, and presentations.</li></ul> <p><b><u>Administrative &amp; Coordination</u></b></p> <ul style="list-style-type: none"><li>Ability to organize and schedule meetings, prepare agendas, and maintain records.</li><li>Efficient handling of administrative queries and email correspondence.</li><li>Managing portals (alumni portal, no-dues clearance, etc.) and generating ID cards or similar tasks via smart ID software (Training will be provided)</li><li>Strong coordination skills to liaise across departments for the smooth execution of events and institutional requirements.</li></ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"><li>Strong organizational skills with attention to detail.</li><li>Ability to multitask, prioritize, and meet deadlines in a dynamic environment.</li></ul>	<ul style="list-style-type: none"><li>Graduation</li></ul>

**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 email.

**How To Apply:**

Candidates shall share a detailed CV on [recruitment@iiitd.ac.in](mailto:recruitment@iiitd.ac.in). The last date for applying is **14<sup>th</sup> October, 2025, by 5 PM**. Please mention the subject line as "APPLICATION FOR THE POST OF JUNIOR ASSISTANT (Office of DoCAA)".

**Registrar**