

IHUB ANUBHUTI-IIITD FOUNDATION

Indraprastha Institute of Information Technology Delhi
Okhla Industrial Estate, Phase III, New Delhi –110020

Advertisement inviting applications for the Executive Assistant

IHUB ANUBHUTI-IIITD FOUNDATION, hereafter referred as IHUB, is a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. It is a sector-agnostic Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” to be supported by the Science and Engineering Research Board (SERB), Department of science and Technology (DST), Govt of India for five years, following which it should generate its own revenue to continue with its functions.

The foundation is looking to hire an individual on the Executive Assistant position and invites online applications for the position.

Job Title: Executive Assistant

No. of post: One

Job Profile:

Managing the schedules and correspondence of IHUB Project Directors and CEO. The Executive Assistant (EA) would be acting as the point of contact between the IHUB Project Directors, CEO and IHUB/ IIITD staff and external agencies. The EA would have the overall responsibility for calendar management, making travel arrangements, expense reports, filling and keeping records.

Job responsibilities include, but are not limited to the following:

- To provide necessary support to the IHUB Project Directors and CEO and other senior officers of the Institute, make travel arrangements, organizing meetings/interviews, record keeping, tracking and filing.

- Work with Web Manager for social media posting, preparing press release, etc. Also coordinating, to create reports for outreach, updating social media platforms from the technical material provided.
- Work with finance team for timely reimbursements, etc. and maintaining expense reports.
- Liaison with internal IIITD admin staff and external agencies.
- Schedule meeting with IHUB and IIITD staff, IIITD students & other external agencies as necessary.
- Maintaining calendar of the IHUB Project Directors and CEO. Provide assistance in arranging internal events like lunch, meeting, workshops etc.
- Any other work assigned from time to time.

Skill Sets, Knowledge and Experience

- **Educational qualifications:** Graduate Degree in any discipline with 55% marks.
- **Experience:** Preferably 1-4 years' relevant experience.
- **Desirable:**
 - Working experience in Government agencies/ educational institute/ MNC of repute.
 - Excellent communication skills (Oral and Written) in English.
 - Excellent Noting/ Drafting skills.
 - Good expertise in using software such as Excel, PowerPoint, Word etc.
 - Good organizational, time management and presentation skills.

Compensation, Tenure and other details:

The monthly consolidated salary will be in the range of **35,000/-** to **50,000/-** per month. Initial period of appointment will be 1 year from date of joining, extendable based on performance. The employment to the above post will be purely temporary and ad-hoc.

Age: Preferably less than 30 years

Separation condition: 1 calendar months' notice in writing for separation on either side or salary in lieu of the notice period.

General Instructions:

1. The candidates shall apply online and we shall review all the incoming applications. Interviews/ Online interviews may then be scheduled for the shortlisted candidates.

2. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview/ online interview. In this regard the decision of the IHUB/ Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
3. Shortlisted candidates will be informed for interviews/ online interviews through e-mails only.
4. The IHUB reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of age, qualification and experience, etc.
5. The IHUB also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for the interview/ online interview. No request in this regard will be entertained for review etc.
7. The selected candidate will be expected to join within 10 days from the date of issuance of the Offer of Appointment, failing which the candidate may not have any claim on the offered position.
8. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel also.

How to Apply:

Interested candidate may apply at <https://iiitd.ac.in/careers/staff>. The last date for submitting online applications is 20th June 2021 by 5pm. Incomplete application or if received after closing date will be summarily rejected.