

Job Description: Centre Administrator, IIIT Delhi Space Technology Centre (ISTC)

Position: Centre Administrator

Centre: IIITD Space Technology Centre (ISTC)

Location: IIIT Delhi Campus, New Delhi

Contract Duration: 1 Year (Full-time) [can be extended up to 3 years based on performance]

Salary Range: Consolidated salary in the range of ₹5.4 LPA to ₹7.2 LPA, commensurate with experience and qualifications.

About the Centre

The IIITD Space Technology Centre (ISTC) is a multi-disciplinary centre for research, development, and education in space technology. We focus on cutting-edge research in areas such as GNSS, Space Situational Awareness (SSA), Robotics, AI, RF and Embedded Systems for space applications. We are seeking a highly organized, motivated, and proactive Centre Administrator to join our team and manage the Centre's administrative operations.

Key Responsibilities

The Centre Administrator will be responsible for ensuring the smooth and efficient functioning of the ISTC. Indicative responsibilities include:

- Providing comprehensive administrative support to the Head, ISTC, in the day-to-day operations of the Centre.
- Serving as the primary point of contact for the Centre, managing professional communication with all internal and external stakeholders (including faculty, students, research staff, collaborators, and funding agencies).
- Coordinating and managing all scheduling for the Centre, including internal/external meetings, project reviews, seminars, and workshops.
- Leading the organization and execution of all Centre-related events.
- Liaising effectively with other internal departments of the institute (e.G., HR, Finance, Purchase, Administration) to ensure the timely completion and compliance of all Centre-related requests.
- Maintaining official records, documentation, and databases for the Centre's activities, projects, and personnel.

Required Qualifications

- A BSc/B.Tech degree in any discipline from a recognised university.

Maximum age limit for application: 35 years

Desired Skills and Experience

- **Exceptional Communication Skills:** Superior written and verbal communication abilities. Must be able to draft professional emails, reports, meeting minutes, and official correspondence.
- **Technical Proficiency:** High level of proficiency with standard computer productivity tools, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Calendar, Meet).
- **Organizational Skills:** Excellent organizational and time-management skills, with a proven ability to multitask, prioritize demanding tasks, and meet deadlines.
- **Interpersonal Skills:** Strong interpersonal skills with the ability to work collaboratively and professionally with a diverse group of individuals.
- **Proactiveness:** A proactive, resourceful, and detail-oriented approach to problem-solving.
- **Preferred Experience:** Prior experience (2-3 years) in an administrative or coordination role, preferably within an academic, research, or high-tech environment, is highly desirable.

Application Process

How to Apply:

To apply, fill the form here: <https://forms.gle/ANvfGijbpChSQkqo7>

Application Deadline: Jan 5, 2026

About IIIT Delhi: IIIT-Delhi is accelerating on the path of becoming one of the leading comprehensive research-led teaching institutes in India and has proven to be consistently responsive towards the evolving needs of society. The faculty members at IIIT-Delhi are among the finest in the country and are internationally recognized. Carrying out cutting-edge research is in the institutional DNA of IIIT-Delhi.