ADVERTISEMENT NO. E-II/35/2018 (E)

Online applications are invited from the Indian Nationals for filling up the post of **Executive Assistant** on purely contract basis as per following details and terms & condition:-

Job Title	**Executive Assistant** for Institute of Eminence (IoE) Office					
Number of Vacancies	**UR**	**OBC**	**SC**	**ST**	**Total**	
	27	13	07	03	50 (Fifty)	
Tenure of the post	Initially for One year extendable upto maximum of five years based on annual performance to be evaluated by the concerned Head and IoE Office. This is purely temporary position and no claim for regularization will be entertained.					
Job Description	The selected incumbent should be positioned in the Office of different Deans/Head of the Department / Center and will undertake following activities: a. Co-ordinate with both Internal and External stakeholders. b. Review and Analyze all aspects of IoE. c. Independent correspondence with foreign students and faculty. d. Preparation of Data for Prospectus / Newsletters / Broachers / Ranking Cell. e. Facilitate International faculty and students in obtaining Indian VISA and providing local hospitality. f. Other relevant academic and administrative support to the Department / Institute.					
Remuneration	Rs. 70,000 - Rs. 80,000 per month with 10% increment every year (if tenure extended).					
Qualification	Masters degree with 55% marks from a recognized university/ B.Tech with minimum 2 years experience in Project management or in academic administration. Preference will be given to MBA qualifiers from a reputed Institute.					
Age	Less than 45 years					
Key Competence	1. Excellent Oral and written communication skill. 2. Excellent IT skills (MS-Office, MS-Project, Outlook, Management of Website), Data Collection and Data Analysis. 3. Organizational and Priority Management skills. 4. Ready to work under pressure with flexible working hours. 5. Ability to work independently, with little supervision.					
Selection Process	Shortlisting of the candidate will be made through the ERP System. Shortlisted candidates will undergo following Tests: a. Written Test on Data Analysis and Communication Skills. b. Candidates with minimum 60% marks will be called for Group-Discussion and Personal Interview.					
Leave	At the rate of 2 ½ days per every completed calendar month of service (i.e. maximum of 30 days in a year). No leave encashment or carry forward is permissible on the termination of the Contract/Renewal of the Contract.					
Accommodation	No institute accommodation will be provided.					

GENERAL INSTRUCTIONS:-

1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria, job description etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate will be entertained, once the application is received at IIT Delhi.

3) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test on Data Analysis and Communications Skills, and as stated above. The Institute is free to set the benchmark and call only the eligible candidates for the Written Test on Data Analysis and Communications Skills etc. Further, IIT Delhi also reserves the right NOT to fill the post advertised, in the event or exigency so decided.

4) Prescribed age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates. The candidates applying against reserved posts are required to attach the self attested copy of relevant 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India. The Institute follows the central list in the case of OBC's category. For availing the benefits of Other Backward Classes, the candidates are required to produce the latest OBC non-creamy layer certificate on the prescribed proforma applicable for appointment to the posts of Central Government.

5) The reservations/ relaxations, if any, and the percentage thereof, for PwD candidates will be as per current Central Govt. Orders.

6) The relaxation, if any, for suitable/ deserving candidate for the post may be decided by the Competent Authority of IIT Delhi. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

7) (a) The candidates are required to apply **ONLINE** only from **05.12.2018 to 20.12.2018 upto 04:00 p.m.** The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay.

   (b) For submission of application through ONLINE MODE, please visit **Institute's website:**

      1. Direct Link: https://ecampus.iitd.ac.in/IITDSR-0/login
      2. Alternatively: http://www.iitd.ac.in/jobs-iitd/index.html

      Also, all relevant educational qualification and experience certificates should be submitted ONLINE.

   (c) The names of the candidates who have successfully submitted their applications would be available in the website of Institute https://ecampus.iitd.ac.in/IITDSR-0/login after the last date of the advertisement on the website. In case of any discrepancy/query please contact **e2recruit@admin.iitd.ac.in** within one week from the date of display of the list.

   (d) Incomplete application will be summarily rejected.

8) No correspondence will be entertained from the candidates regarding the eligibility, status of application, any delays, conduct and result of test/ interview, etc.