



Indian Institute of Information Technology Una Himachal Pradesh

An Institute of National Importance under MoE
Saloh, 177209

Website: www.iiitu.ac.in

IIITU/Admin/Executive Assistant-01/2023

30, Nov.'23

WALK-IN INTERVIEW FOR THE OUTSOURCED – EXECUTIVE ASSISTANT ON 16, Dec.'23

IIIT Una is an Institute of National Importance under the MoE established under an Act of Parliament No. 23 of 2017. The details of the positions are as follows:

I. EDUCATION QUALIFICATIONS:

Sr. No.	Particular	Criteria
1.	Name of the Post	Executive Assistant
2.	Nature of Post	Outsourced
3.	No. of Posts	01
4.	Salary per Month	Rs.45,000/- approx.
5.	Age Limit	<=40 years
6.	Essential Qualifications	i) Secondary (10 th) with at least 60% marks. ii) Sr. Secondary (12 th) with at least 60% marks iii) Graduate from recognized university/Institution with minimum 60% marks. iv) Post Graduate from recognized university/Institution with minimum 60% marks. v) Minimum 03 years post qualification working experience of Office Procedures and Team Handling with a reputed Govt. or Pvt. Organization. (Candidates with fake/irrelevant experience should refrain from attending the interview.)
7.	Desirable	i) Working Experience with Institute of National Importance or Multinational Organizations ii) Ability to interact and communicate effectively with all staff, Apex Body Members, and visitors iii) Outstanding communication, organizational, attention to detail, and problem-solving skills iv) Advanced proficiency in Microsoft Office programs (Excel, Word, PowerPoint and Outlook), internet navigation and research a requirement v) Pro-active leadership and multi-tasking capabilities vi) Judgment and self-motivation required vii) Possesses a strong acumen of professional and courteous business communication skills (written, verbal and behavioural)

8.	Roles and Responsibilities	<ul style="list-style-type: none"> - Maintains office services by organizing office operations procedures - Coordination within and Outside Institute - Coordinate services with office-related vendors and service providers - Manages the Officers to-do list, necessary follow-up and new meeting requests - Manage facilities and general office needs for the office - Act as custodian to coordinate and set-up meetings and events as requested, including catering, and coordination of all other logistics (AV needs, supplies) - Schedules appointments and arranges all travel for executive - Maintains the live event production calendar - Any other responsibility assigned by the competent authority of the institute from time to time.
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II. SCHEDULE OF THE SELECTION PROCESS:

- i. Release of advt. on : 30, Nov.'23
- ii. Walk-in Interview : 16, Dec.'23
- iii. Registration : 10:00 hrs. – 11.00 hrs.
- iv. Venue for the Interview : Room 002 Academic Block, IIIT Una

The candidates should bring the filled application form (attached) at the time of registration.

III. GENERAL TERMS AND CONDITIONS:

- i) The post is purely temporary.
- ii) Original documents of age proof/degrees/mark sheets/experience certificate must be presented at the time of registration. No verification will be done based on the soft copies of the documents.
- iii) The post is for a period of one year from the date of joining, initially and later extendable based on performance.
- iv) The selected candidate will have no right whatsoever to the permanent employment/regularization, etc.
- v) The assignment can be terminated with advance three-month notice period from either side under normal circumstances. However, the institute may terminate the services with less notice period also.
- vi) After expiry of the said period, the employment shall stand terminated automatically unless the same is extended by the outsourced agent.
- vii) The employee shall strictly observe the code of conduct, Institute norms, Rules and policies prescribed by the institute from time to time during the period of deployment.
- viii) The institute reserves the right to increase or decrease no. of posts, defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.
- ix) **Canvassing in any form will render a candidate ineligible.**

Note: The aforesaid terms and conditions shall be supplementary and in addition to the terms of appointment order, which shall be issued to the selected candidate.

**For and on behalf of the
Outsourced Agency.**