

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 Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” supported by Department of Science and Technology (DST), Govt of India.

The Foundation is looking to hire an individual for the position of Executive Assistant and invites applications for the same.

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 IHUB Project Directors and CEO and other senior officers of the Institute, make travel arrangements, organizing meetings/interviews/workshops, maintaining calendar, 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.
- 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. There will be an initial probation period of 6 months.

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. 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.
2. IHUB also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.

4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within 30 days from the date of issuance of the Offer of Appointment, failing which the candidate may not have any claim on the offered position.
6. 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://forms.gle/HsZGJxfBJxsykMLY6> with a resume latest by 15th January, 2022. Only shortlisted candidates shall be called for the further recruitment process. Decision of the management for the shortlisting and selection will be final.