

## GIPE-Advt-AO-January-2025

### **ADVERTISEMENT NOTIFICATION – ADMINISTRATIVE OFFICER**

The institute seeks to appoint an **Administrative Officer** to oversee and ensure the smooth operation of administrative activities, contributing to the efficient functioning of the institute.

**Post Name:** Administrative Officer

**No. of Posts:** 01

**Post Type:** Contractual

**Consolidated Pay:** Negotiable with qualifications and experience.

**Application fee: (online): Rs. 236/-**

**Application End Date:** February 10, 2025 till 6.00 p.m

The Administrative Officer will be responsible for managing day-to-day operations, implementing policies, and coordinating with various departments to ensure compliance and productivity. The detailed responsibilities are as follows:

#### **Job Responsibilities:**

- Supervise and manage day-to-day administrative functions, ensuring compliance with institutional policies and regulations.
- Oversee the allocation of tasks and responsibilities among support staff and ensure their effective performance.
- Assist in preparing and monitoring budgets, managing resources efficiently to meet institutional goals.
- Oversee the procurement process, ensuring quality and timely supply of goods and services. Maintain inventory records and optimize resource utilization.
- Ensure compliance with legal, financial, and administrative regulations at all times.
- Act as a point of contact for external stakeholders, government bodies, and other organizations, ensuring timely communication and effective representation of the institute.
- Assist in implementing institutional policies and recommend improvements for efficient administration.

#### **ELIGIBILITY:**

##### **Essential Qualifications:**

- (i) Should have a Master's degree, preferably in communications/ engineering/ technology/ education

## GIPE-Advt-AO-January-2025

- (ii) At least 3 years of experience in academic management, ability to independently manage the operations of a premier educational institute.
- (iii) Ability to communicate and disseminate information with clarity of purpose

### Desirable Qualifications:

- (i) Diplomas or certifications in institutional management, or relevant areas that enhance administrative expertise
- (ii) Knowledge of government policies and guidelines relevant to educational institutions
- (iii) Proficiency in handling legal and statutory matters related to institutional governance
- (iv) Experience in event management, project coordination, and stakeholder liaison
- (v) Demonstrated ability to collaborate effectively with faculty, students, and external stakeholders

### GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Candidates applying for the post of **ADMINISTRATIVE OFFICER** should submit their duly filled in Application Form online and latest Curriculum Vitae along with educational, experience and other related documents.
2. Incomplete applications will not be considered. Candidates furnishing incorrect/false/misleading information shall stand disqualified at any stage including during service.
3. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials, are liable to be rejected and no intimation in this regard will be sent to the candidates.
4. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
5. No TA/DA will be admissible either for attending the interview or for joining the post.
6. Call letter for attending the interview will be sent only to the short-listed candidates to their email only. No correspondence will be entertained in case of the applicants not shortlisted for the interview.
7. Institute reserves the right not to fill the post if no suitable candidates are available.
8. The Institute shall not be held responsible for postponement or cancellation of scheduled interview/due selection procedure for any unforeseen/unavoidable reasons.
9. Last date for online submission of application is **February 10, 2025 till 6.00 p.m.**

***NO EMPLOYEE FROM THE INSTITUTE IS AUTHORIZED TO CONTACT ANY CANDIDATE FOR ANY PURPOSE OTHER THAN THROUGH OFFICIAL MAIL.***

***PLEASE DO NOT FALL PREY TO ANY MISREPRESENTATION.***

**January 29, 2025**

**REGISTRAR**