

## ADVERTISEMENT NOTIFICATION – OFFICE STAFF

The institute invites applications for the position of **Office Staff**. The selected candidate will play a key role in ensuring smooth administrative functioning and high-level coordination of the Vice Chancellor's office.

**Post Name:** Office Staff

**No. of Posts:** 01

**Post Type:** Contractual

**Consolidated Pay:** Negotiable based on qualifications and experience

**Application Fee (Online):** Rs. 236/-

**Application End Date:** June 30, 2025, till 6.00 p.m

### **Job Responsibilities:**

- Provide direct administrative and operational support to the Vice Chancellor, maintaining a high standard of confidentiality and professionalism.
- Draft and respond to official correspondence, emails, and documents with impeccable English writing and communication skills.
- Schedule and coordinate internal and external meetings, appointments, seminars, and events, maintaining the VC's calendar efficiently.
- Maintain organized records and filing systems for the VC's office (both physical and digital), ensuring timely retrieval and document management.
- Act as the primary point of contact between the Vice Chancellor and internal departments, faculty, students, government bodies, and external stakeholders.
- Track and follow up on deadlines, meeting minutes, and action points.
- Assist in preparing presentations, reports, speeches, and briefing notes for the Vice Chancellor.
- Ensure hospitality and logistics for visiting dignitaries, meetings, and special events.
- Support the VC during official travel including ticketing, itinerary planning, and expense documentation.
- Maintain decorum and efficiency in all administrative tasks of the VC's office.

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

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### **ELIGIBILITY:**

#### **Essential Qualifications:**

- Bachelor's Degree in Arts/Science/Commerce/Management or equivalent discipline.
- Excellent command of written and spoken English.
- Minimum 3 years of experience in a secretarial or executive assistant role, preferably in an academic or institutional setting.
- Proficiency in MS Office (Word, Excel, PowerPoint), Google Workspace, email management, calendar tools, and virtual meeting platforms.
- Ability to draft professional emails, reports, and letters independently.

**Desirable Qualifications:**

- Postgraduate degree or professional training in Office Administration or Secretarial Practice.
- Experience working with senior officials in educational institutions, government, or large non-profits.
- Familiarity with university procedures, coordination with regulatory bodies, and event organization.

**Age Limit:**

The minimum age limit for the post is 30 as of the date of advertisement. However, the Institute reserves the right to relax the age limit in the case of exceptionally qualified candidates.

**GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. Candidates applying for the post 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 **30<sup>th</sup> June, 2025 till 6:00 pm.**

**Institute reserves the right not to fill the post if no suitable candidates are available.**

***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.***

June 7, 2025

**REGISTRAR**