

ADVERTISEMENT NOTIFICATION – EXECUTIVE SECRETARY TO VICE CHANCELLOR

The institute invites applications for the position of **Executive Secretary to Vice Chancellor** to play a key role in ensuring smooth administrative functioning and high-level coordination of the Vice Chancellor's office.

Post Name: Executive Secretary to Vice Chancellor

No. of Post(s): 01

Post Type: Contractual

Consolidated Pay: Negotiable based on qualifications and experience

Application Fee (Online): Rs. 236/-

Application End Date: December 21, 2025, till 6.00 p.m

JOB RESPONSIBILITIES:

1. Administrative and Executive Support

- Provide high-level secretarial and administrative support to the Vice Chancellor (VC).
- Manage and maintain the VC's calendar, schedule meetings, appointments, and travel arrangements.
- Prepare and organize materials for meetings, conferences, and presentations.
- Handle correspondence (emails, letters, memos), ensuring timely and appropriate responses.
- Maintain confidentiality and discretion in handling sensitive university matters.

2. Office Management and Coordination

- Serve as the primary liaison between the Vice Chancellor's Office and internal/external stakeholders.
- Coordinate with deans, department heads, and administrative offices to ensure smooth communication and workflow.
- Oversee the daily operations of the VC's office, including supervision of support staff if applicable.
- Ensure proper filing systems (both electronic and physical) are maintained for records and documents.

3. Meeting and Event Coordination

- Arrange and manage meetings chaired by the Vice Chancellor, including preparation of agendas, minutes, and follow-ups.
- Organize university events, visits, and ceremonial functions involving the VC.
- Coordinate logistics for visiting dignitaries, academic partners, and government officials.

4. Communication and Documentation

- Draft official letters, reports, speeches, and other communication materials for the Vice Chancellor.
- Review documents and reports submitted to the VC for accuracy, completeness, and alignment with university policies.
- Act as a communication channel between the VC's Office and the university community.

5. Strategic and Policy Support

- Assist in monitoring implementation of decisions made by the Vice Chancellor or governing bodies.
- Support preparation of briefing papers, policy notes, and reports for executive meetings.
- Conduct background research and compile information to assist in decision-making.

6. Confidential and Protocol Duties

- Manage sensitive and confidential information with discretion and professionalism.
- Ensure that university protocols, decorum, and confidentiality standards are maintained in all engagements.
- Accompany or represent the Vice Chancellor in meetings when required.

7. Special Projects and Other Duties

- Assist in planning and execution of special projects and initiatives under the Vice Chancellor's office.
- Coordinate with external partners, government agencies, and academic institutions on behalf of the VC.
- Perform any other duties as assigned by the Vice Chancellor to support institutional goals.

ELIGIBILITY:

Essential Qualifications:

- Master's Degree in any discipline
- 1-2 years of experience
- Strong communication and administrative skills

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 **December 21, 2025 till 6:00 pm.**

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.

December 12, 2025

REGISTRAR