



Requires

EXECUTIVE - BRIJ DISA CENTRE FOR DATA SCIENCE AND ARTIFICIAL INTELLIGENCE

The Brij Disa Centre for Data Science and Artificial Intelligence seeks applications for Executive to enhance its strengths in research and education.

Job Description:

The responsibilities include the following but wouldn't be limited to:

- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments.
- Preparing and disseminating correspondence, memos and forms.
- Managing LinkedIn handle of Centre.
- Writing Minutes of Meeting.
- Supporting in publication of Centre Reports, Articles and other creative content by working with Designer and Communication team.
- Understanding of basic approval processes within organizations.
- Managing logistics related to physical seminars and workshops.
- Managing Zoom handle for virtual events such as webinars, roundtables and workshop.
- Coordinate with departments like HR, Finance, IT, Facilities, House Keeping, Communication etc. to ensure right support is provided to the faculty and administrative staff as appropriate.
- Maintain electronic and paper records ensuring information is organized and easily accessible.

Qualifications:

- Candidate should be a Graduate in any discipline from a recognized University/ Institution with minimum three years of experience. Proven experience as executive secretary or similar administrative would be a huge plus.
- Excellent communication skills (Written & Verbal)
- Proficient in Microsoft Word, Excel and PowerPoint.
- Excellent organizational and time-management skills.
- Excellent positive aptitude.

Age: Max. 35 years as on the last date of application. Institute provide age relaxation as per GOI rules. Additional 5 years' age relaxation is given to the women candidates.

Reporting to: Chairperson, Brij Disa Centre for Data Science and Artificial Intelligence

Salary & Allowances: Selected candidates will be offered an appointment on a Tenure Based Scaled Contract for a fixed term of three years, which may be extended for a further period as required. Based on the experience and qualification, the selected candidate will be placed in Pay Level 2 under the pay matrix of 7th Central Pay Commission. Beside the salary as per the 7th CPC, the Institute offers other benefits which are at par with the permanent employees.

Interested candidates are advised to APPLY ONLINE ONLY latest by **December 16, 2025**.

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