



Requires

Executive - Secretarial

Job Description:

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

- Manage day to day administrative operations in line with institutional policies and procedures.
- Preparing and disseminating correspondence, memos and forms.
- Managing Social Media and LinkedIn handle of Centre and programmes. Supporting in publication of Centre & Department Reports, Articles and other creative content by working with Designer and Communication team.
- Help organise and execute events including seminars, workshops, national and international conferences.
- Managing logistics related to physical seminars and workshops.
- Managing Zoom handle for virtual events such as webinars, roundtables and workshop.
- Support recruitment and onboarding activities of research staff.
- Support in admission cycle from application processing to student onboarding for programme office.
- Make travel arrangements for faculties, administrative staff and all delegates as applicable.
- Schedule appointments with delegates and all external stakeholders followed by regular follow-ups
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Coordinate with cross-functional departments like HR, Finance, IT, Facilities, House Keeping, Communication etc. to ensure right support is provided to the faculty and administrative staff as appropriate.
- Work with faculty and administrative staff to submit their travel and expenses on time. Keep track of all receipts and payments with accounts office.
- Any other tasked assigned by the departmental head

Qualifications:

- 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. Master's degree would be preferable.
- Excellent communication skills (Written & Verbal)
- Proficient in Microsoft Word, Excel and PowerPoint.
- Excellent organizational and time-management skills.
- Excellent positive aptitude.

Age: Max. 30 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.

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 requested to APPLY ONLINE before **September 30, 2026**.

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