

INDIAN INSTITUTE OF TECHNOLOGY, GANDHINAGAR
Gandhinagar, Palaj – 382355
Gujarat

Advertisement No.: MIS/IITGN/IMS/PD/201415-005/Advt0046

Walk-in interview for the post of “Office Executive” at IITGN

Indian Institute of Technology, Gandhinagar (IITGN) invites candidates for the contractual post for its Institute Management System (IMS) as mentioned below:

Project Title	Institute Management System
Position	Office Executive
Vacancy	1
Consolidated Monthly Pay	INR 22,000/- to INR 30,000/- per month
Tenure	12 Months, commensurate upon satisfactory performance evaluation after 6 months.
Age Limit:	Minimum 21 years as on the date of interview

Minimum qualifications

- Bachelor's degree (BCA/B.Com/ MCA (Regular)) or equivalent with a minimum of 65% marks.
- Must possess excellent English verbal and written communication skills.
- Must possess a customer service mindset and a desire to take on tough and challenging projects.

Preferred qualifications/Skills

- Ability to build and maintain strong relationships to facilitate effective collaboration and information gathering.
- Excellent time management, communication and organizational skills.
- Should be able to work effectively, with minimal day-to-day supervision, and within a team environment to significantly contribute to the success of the team.
- Attention to detail, accuracy, organization, and great follow-up skills are essential.
- 0-2 year(s) of relevant experience in the office setting, preferably in administrative or clerical role.

Responsibilities

- Work closely and collaboratively with IITGN faculty and other stakeholders (staff, students) to organize, coordinate and liaise on the IMS project.
- Developing innovative recruitment strategies and managing the end to end hiring activities, delivering an efficient and effective service to all involved in the hiring process.
- Organize and track all project documents, invoicing, project payments.
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary. ■ Able to communicate professionally during stressful situations, maintaining composure and resolving problems effectively and positively.
- Coordinate communication with various IITGN stakeholders and project management office for problem solving and requirement gathering/Elicitation.

How to Apply

Interested candidates are requested to fill in the google form here:

<https://forms.gle/rMMo7pqBCjyPA6Q7>

DATE OF INTERVIEW: 14-12-2021

TIME: Slots will be shared via email

MODE OF INTERVIEW: Online

- The shortlisted candidates shall be contacted by the IMS Team.
- No manual/Paper/Email application will be entertained.
- Each candidate should keep his PAN Card or any other photo identification document for verification and proof of Date of Birth in Original.
- Candidates must bring with them the latest copy of their Curriculum Vitae (CV). The CV should have detailed information regarding their education

Selection Process

- The selection process will consist of interviews only at the date and time mentioned above.
- IITGN reserves all the rights to cancel the interview, without assigning any reason. ■ The decision of the selection committee formed by IITGN is final and binding to all. No ■ queries related to the same shall be entertained.

General Conditions and Instructions

- Candidates must be ready to relocate anywhere in India at specified location/office decided by IIT Gandhinagar
- Relaxation of age and/or educational qualifications will be considered in case of exceptionally meritorious candidates, with prior approval of IIT Gandhinagar.
- The candidate is liable to be rejected at any stage of recruitment process or even post recruitment, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- The E-mail ID entered in the google form must remain valid for at least next one year. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via email only.
- Shortlisted candidates must bring their original and photocopies of PAN card, marksheets, certificates and testimonials of work experience at the time of written test and/or interview. ■ Candidates employed with Government Departments / PSUs / Autonomous Bodies / Educational Institutions have to produce NOC at the time of Interview without which they shall not be allowed to appear for the same.
- IITGN reserves the right to cancel/restrict/ enlarge/modify/alter the recruitment process, if needed, without issuing any further notice or assigning any reason whatsoever.
- IITGN reserves the right not to select any candidate for the post(s).
- No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.

**Dean R&D
IIT Gandhinagar**

24/11/2021