



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Office of International Relations and Alumni Affairs,

M. Visvesvaraya Building (West Wing),

Indian Institute of Technology Ropar, Rupnagar-140001 (Punjab) INDIA

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Hiring of dedicated, skilled staff to work for the IIT Ropar Alumni Association on a contract basis.

Institute Name	IIT Ropar
Post Name	Office Executive (on contract)
No of Posts	01 Post (Initially for a period of 01 Year)
Salary	Rs. 19,000 - 22,000 /- Per Month consolidated
Job Location	IIT Ropar
Walk-In -interview date	07 Jan 2023 (Saturday)
Reporting Time	9:00 AM
Venue	Office of International Relations and Alumni Affairs M. Visvesvaraya Building (West Wing), Main Campus, IIT Ropar

Eligibility Details

1. Minimum Qualification: Graduate with at least 55 % marks and having proficiency in the use of a variety of computer office applications, M.S Word, Excel, Accounting, Power-point, or equivalent is a must.

2. Desirable: Master's degree (preferably MBA). Proficiency in English typing with minimum 40 WPM. Three years experience of working on computers, particularly MS Office, Excel, Accounting, Power Point, Good English communication and HR skills, experience of coordinating events/meets, etc.

Age Limit : Preferably below 40 years (As on 07 Jan 2023)

All the eligible interested candidates are encouraged to fill the online google application form and submit the CV using the following link preferably by 05 Jan 2023.

https://docs.google.com/forms/d/e/1FAIpQLSf3Zggb4YIBBjzwi-r0Wsjsvoe8OxxqOk-8xjdV6-bh5WEI0Q/viewform?usp=sf_link

Feel free to contact for any queries on Email: office.alumni@iitrpr.ac.in