



Email : office.alumni@iitrpr.ac.in, Phone: +91-1881-231159

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 with an option to extend)
Salary	Starting Salary Rs.20,000 per Month will be paid by IIT Ropar Alumni Association and may be negotiated based on candidates qualification and experience.
Job Location	IIT Ropar
Last date for submission of Application	12th May, 2025
Reporting Time for Walk-In-Interview	9:00 AM, 14th May 2025 (Wednesday)
VenueWebsite	Office of International Relations and Alumni Affairs M. Visvesvaraya Building (West Wing), Main Campus, IIT Ropar Contact: 1881-231157, 231159

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/M.Tech/M.Sc).
- 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 skills
- Experience of coordinating events/meetings
- Proficiency in social media tools and content creation.

Age Limit : Preferably below 40 years.

All the eligible interested candidates are encouraged to fill the online google application form and submit the CV using the following link preferably by 12th May, 2025

Application Link: <https://forms.gle/zsknXqyPMFQdmtfKA>

Website links: <https://www.iitrpr.ac.in/>, <https://alumniconnect.iitrpr.ac.in/>,

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

