



OFFICE OF INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
CHENNAI – 600 036

Advertisement No.: ICSR/PR/Advt.189/2024 Dated: 28/11/2024

Applications are invited for the temporary post of **Project Associate / Executive Assistant** to the **Director-in - charge**, IITM Zanzibar campus.

**Co-ordinator:** Prof. Raghunathan Rengaswamy- Dean, Global Engagement - IIT Madras.

**Duration:** Initially for 3 months, later extendable based on the performance.

**Number of Vacancies:** 01

**Job Location:** IITM Campus, Chennai.

S.No	Post	Qualification and Experience	Pay
1	<b>Project Associate / Executive Assistant</b>	<p><b>Educational Qualification:</b> 4-year UG / Any Non – Engineering PG Or Non – Engineering UG with 5 yrs of experience as Executive Assistant/ Personal Assistant or similar role.</p> <p><b>Experience:</b> Work experience as an Executive Assistant, Personal Assistant or similar role for 2+ years would be preferred</p> <p><b>Desirability:</b> The candidate must have excellent English language communication skills, both written and verbal, strong organization skills and the ability to manage multiple activities simultaneously with discretion and confidentiality. They must also be proficient in Microsoft suite.</p> <p>Handling virtual platforms such as Zoom, Google meets and other social media platforms such as Twitter, YouTube Instagram would be an added advantage.</p>	<b>Rs.27,500/- to Rs.60,000/- Per month</b>

**Position Summary:**

The Executive Assistant's responsibilities include managing Director-in-charge's calendars, making travel arrangements and preparing expense reports. To be successful in this role, the candidate should be well-organized, have great time management skills and be able to act without guidance. The candidate must have had some experience in managing international travel arrangements, and be willing to work remotely over different time zones. The ideal candidate is highly self-motivated, professional, and capable of managing their work-load and prioritizing tasks in a fast-paced work environment.

**Essential duties:**

- Respond to key emails regarding scheduling meetings
- Manage calendar (daily weekly and monthly) across both physical & virtual meetings
- Help plan and execute international and local travel smoothly
- Budget and accounts handling for travel and other related expenditures
- Liaise with IITM OGE and other staff/faculty for various tasks
- Liaise with IITM Zanzibar staff and faculty for various tasks
- Manage information flow in a timely and accurate manner
- Track daily expenses and prepare weekly, monthly or quarterly reports
- Collect data and information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings as needed
- Screen and direct phone calls and distribute correspondence
- Responding to queries.
- Organizing meetings and following up with relevant stakeholders.
- Supporting other activities at the Office of Global Engagement, IITM; IITM Zanzibar, as per requirements.

**Desirable Qualities:**

As the candidate will not always be in physical proximity with the Director-in charge, he/she should be very comfortable operating via phone, email and whatsapp, in an organised manner. They should maintain detailed records and lists for review and look-backs. They should also be quick learners and be able to work independently when needed, and to stick to orders when

needed. Strong time management, analytical and organization skills, a keen eye for detail, and the ability to prioritize and manage multiple tasks simultaneously are critical. Working with teams in India and abroad seamlessly, and representing both the campuses to external stakeholders will require very good interpersonal skills and a pleasant, friendly and open-minded personality, in addition to excellent verbal and written communication skills. The candidate is expected to act with integrity, professionalism, and confidentiality at all times.

**The last date for submission of online application is 13.12.2024.**

**Note: Only eligible candidates are requested to apply for the said post.**

**General Instructions to the candidates**

- 1) All the positions are on purely contract basis.
- 2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.
- 3) Candidates should apply online only in the website <https://icandsr.iitm.ac.in/recruitment/> - **(Please check the advertisement number Advt. 189/2024 displayed and submit the application for the relevant position).**
- 4) Separate application has to be filled for each post.
- 5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, the candidate wishes to apply for more than one position) before the submission of application.
- 6) The application cannot be edited, reverted once it is submitted.
- 7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, the candidature will liable to be rejected.
- 8) Candidates should follow the prescribed procedure for submission of online application.
- 9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.
- 10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that the candidature has been found eligible.
- 11) After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
- 12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.

- 13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle them for being called for interview.
- 14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
- 15) The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
- 16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- 17) Calling a candidate for test/interview merely indicates that it is felt that the candidate with others may be suitable for the post and conveys no assurance whatsoever that they will be recommended or selected or their conditions specified in the application will be accepted.
- 18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
- 19) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then their services shall be liable to be terminated.
- 20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- 21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
- 22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, the candidate should submit testimonials from the most recent employer or immediate superior as a referee.
- 23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
- 24) The Institute solely reserves the right not to fill any advertised position without assigning any reason
- 25) Only shortlisted applicants will be contacted.

- 26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
- 27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
- 28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.
- 30) If there is any issue to submit the application please send E-mail to : [icsrrecruitment6@icsrpis.iitm.ac.in](mailto:icsrrecruitment6@icsrpis.iitm.ac.in) / [icsrrecruitment@icsrpis.iitm.ac.in](mailto:icsrrecruitment@icsrpis.iitm.ac.in) **Contact: 044- 2257 9796** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).
- 31) **Instructions to apply online:-**Eligible applicants would require to register and apply online through <https://icandsr.iitm.ac.in/recruitment/> and submit the application.

**Sd/-**

Head–HR  
Office of IC&SR  
IIT Madras.