

## Office of CEO – IIT Ropar TBIF

Date: January 9<sup>th</sup>, 2020

### Advertisement for the post office executive for TBI

- 1. Job Title & Salary:** Office Executive for IIT Ropar TBI with salary of 18000 - 20000 per month.
- 2. Number of Post:** One (On contractual basis initially for six months). Six days working in a week is a prerequisite.
- 3. Minimum Qualification:** Master degree (preferably MBA) with at least 55 % marks and having good knowledge of computers & office applications. Candidates having interest towards entrepreneurship, business planning etc will be preferred.
- 4. Desirable:**
  - (a) Proficiency in English typing with minimum 40 WPM. Typing proficiency in any other language will be preferred.
  - (b) Minimum three years experience of working on computers, particularly MS Office, Excel, PowerPoint, HTML etc. Preference will be given to the candidate having knowledge of Tally / ERP 9.
  - (c) Candidate having own conveyance will be preferred.
  - (d) Must be ready to stay - late hours in the office.
- 5. Age:** Not more than 40 years (as on 1st January 2020).
- 6. Selection Procedure:** Walk in interview on Friday 17<sup>th</sup> January, 2020. Typing test & knowledge in GK will be tested.
- 7. Miscellaneous:** Interested candidates required to report at 10 AM to TBI office, Top Floor (east wing), S. Visvesvaraya /Admin Block, IIT Ropar Permanent campus. Last time to report is 12 noon. Candidates must bring their signed CV, photo copy set of their entire qualifications & achievements including Adharr Card & Pan card, copy of the experience certificate/s mentioned in their CV & two latest PP size photographs. Candidate selected will be required to join within Ten days of his / her selection.

