

Advertisement for the Position of 'Multi Tasking Agent (MTA)'

1. Applications are invited for the position of Multi Tasking Agent (MTA) (on contract) at IIT Ropar, Defence Research and Innovation Foundation (DRIF) to assist the DRIF office with routine office tasks.

2. Job Description:-

(a) Maintaining and supporting the day-to-day functioning of the DRIF Office, Director's Office and Managing Director's Office.

(b) Assisting in the smooth conduct of training programmes and certificate courses, including routine student-related administrative activities.

(c) Managing routine administrative movement and coordination within IIT Ropar, including delivery, movement and tracking of official files, folders and documents across departments.

(d) Maintaining office cleanliness and basic security oversight, and making necessary arrangements for tea/refreshments during official and executive meetings.

(e) Providing general administrative and operational support and carrying out other duties assigned by the Management from time to time.

Qualifications: 12th Pass.

Age limit: Up to 35 years, preferred

Emoluments: *To be discussed with the applicant.*

Job Duration: Initially 3(three) months probation, renewable based on performance.

Application Process: Email your detailed CV to ceodrif@iitrpr.ac.in in with subject as "Application for the position of Multi Tasking Agent (MTA)" on or before 20 Aug 2026. An online and in-person interaction will be conducted if the candidate's CV is selected for further evaluation.

Note: Only short-listed candidates shall be called for the further recruitment process. The decision of the management for the short listing and selection will be final.