

Advertisement for the Position of 'Multi-Tasking Staff (MTS)'

Applications are invited for the position of Multi-Tasking Staff (MTS) (on contract) at IIT Ropar, Defence Research and Innovation Foundation (DRIF) to assist the DRIF office with routine office tasks like maintaining offices, document filing, copying and dispatching, as well as buying supplies for DRIF and its daily operations.

Job Description: -

- Ensure cleanliness and maintenance of main office.
- Maintain the offices of MD, classroom, labs and common spaces.
- Assist in document filing, copying, and dispatching.
- Ensure that the offices are properly locked before leaving.
- Collecting and delivering office items, documents, and parcels as instructed by Senior Executive Officer.
- Preparing and serving tea to all office bearers.
- Ensure organizing and arranging furniture for meetings or events.
- Maintain ledger for all items received from various sources.
- Report to Senior executive officer for all tasks of the day.
- Ensure all stationery items are available to all office bearers
- Photography of all events involving MD & Chairman under directions of Senior Executive officer/ CEO.
- Any other duties that may be assigned from time to time by Senior Executive Officer/ CEO.

Qualifications: 12th Pass.

Age limit: Up to 40 years, preferred

Emoluments: Between Twenty Thousand to INR Twenty-Five Thousand (Rs 20,000 to 25,000/-) based on the qualifications.

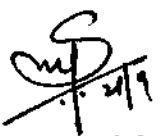
Job Duration: Eleven (11) months, extendable by another eleven (11) months based on recommendation by AATO & CEO to MD.

Application Process: Post your detailed CV to MD by Registered post with subject as "Application for the position of Multi Tasking Staff" on or before 05 Oct 2026. Postal Address is as under :-

Managing Director, IIT Ropar DRIF
Room No - 109, Shanti Swarup Bhatnagar Block (Chemistry Block)
Indian Institute of Technology Ropar,
Rupnagar-140001 (Punjab) India

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.


CEO DRIF
IIT ROPAR