



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
नंगल रोड, रूपनगर, पंजाब-140001/Nangal Road, Rupnagar, Punjab-140001
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Dated: 08.01.2018

Advertisement for the post of office Assistant

Job Title: Office Assistant

Number of Posts: 01 (Contractual basis initially for a period of six months)

Pay: -INR 15000.00 – INR 20000.00

Minimum Qualification: Bachelor Degree in any discipline from recognized university with at least 55% marks or its equivalent grade and knowledge of computers and office application.

Desirable:

- i. Proficiency in shorthand/typing
- ii. Shorthand speed-80wpm/English Typing Speed-40 wpm/English
- iii. Minimum one year experience of working on computers on MS office (Word, Excel, Access, Power Point) HTML, etc.
- iv. Preference will be given having knowledge of Tally ERP 9

Age (as on 19th January, 2018): - 30 years

Selection Procedure: - Selection of the candidates applying for this position will be on the basis of skill test/written test/Interview.

How to Apply: Interested candidates fulfilling the above conditions are required to send their complete CV through e-mail on ceotbi@iitrpr.ac.in on or before 20th January, 2018.

The shortlisted candidates shall be called for test/personal interview. Please note that no TA/DA will be given to the candidates attending the skill test/written test/Interview.

For any related query, please contact

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