

# **Norms for Recruitment of Secretarial Assistant**

## **1. Position Title:**

**Secretarial Assistant – SPRIHA IPR Chair**

## **2. Monthly Remuneration:**

**₹15,000 per month**

(Gross salary with applicable statutory deductions (if any) to be made as per university rules and as per the sanctioned budget allocation for Secretarial Assistance)

## **3. Nature of Engagement:**

- Temporary/contractual engagement for 11 Months under **SPRIHA-IPR Chair activities**.
- **Tenure of engagement to be initially for eleven Months, renewable annually based on performance, work requirements, and the recommendation of the committee of SPRIHA**, subject to availability of funds under the SPRIHA grant and University norms
- Remuneration payable from the sanctioned grant-in-aid only.

## **4. Roles & Responsibilities:**

The Secretarial Assistant will support the IPR Chair in:

- Day-to-day office administration and documentation.
- Preparation of reports, statements, event documents, and official communication.
- Assisting in organizing workshops, seminars, awareness programs, and meetings.
- Maintaining records related to procurement, accounts, and SPRIHA activities.
- Coordination with University departments, stakeholders, and external agencies.

## **5. Eligibility Criteria:**

- Minimum qualification: **Graduate (any discipline)**
- Proficiency in MS Office, drafting, and office documentation
- Good communication and organizational skills
- Knowledge of Intellectual Property or Law is preferable

## **6. Age and Relaxation**

Preferably below 40 years at the time of application.

## **7. Reporting:**

The selected candidate will report to the **IPR Chair Professor, Saurashtra University** and work in coordination with the SPRIHA-IPR Cell.

**Interested and eligible candidates may appear for the WALK-IN INTERVIEW on 03<sup>rd</sup> February 2026, Tuesday 11:00 onwards at SPRIHA IPR Chair, Dr. APJ Abdul Kalam Common Laboratory, Saurashtra University with updated resume along with the original copies of all supporting documents (certificates, mark-sheets, and degrees). No TA/DA is admissible for appearing in the interview.**

For any query contact via mail: [sPRIHA@sauuni.ac.in](mailto:sPRIHA@sauuni.ac.in)