



# Indian Institute of Information Technology Vadodara

Block 9, IIITV, C/o Government Engineering College, Sector 28,  
Gandhinagar, Gujarat-382028, India - Contact No. 079- 23977511  
[www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in)

**Advt. No.:** IIITV/RECRU/OUTSOURCE/NON-TEACHING/2020-21/001

**Date:** 10 Jul 2020

## **ADVERTISEMENT FOR RECRUITMENT TO THE POST OF “ADMINISTRATIVE ASSISTANT” THROUGH OUTSOURCING AGENCY**

IIIT Vadodara invites Resumes from the Indian Nationals for filling up 02 in no. vacant position of “Administrative Assistant” purely through outsourcing agency for various kind of Administrative/ Accounts/ Academic etc. jobs at this Institute.

**1. Various details with respect to this recruitment are as follows:-**

(a) Educational Qualification and other eligibility criteria required for the post of “Administrative Assistant” are as follows:-

- (i) Graduation with minimum 55% marks,
- (ii) Individual should be able to work efficiently on various computer applications like MS Office etc,
- (iii) Knowledge of accountancy and tally software would be preferred,
- (iv) Individual should have good English writing and speaking skills,
- (v) Individual should have pleasing personality,
- (vi) Individual should be able to handle internal and external telephone calls,

(b) Essential Experience required after qualifying Graduation - **At least 1 year**

2. Candidates will be selected by the Selection Committee to the post “Administrative Assistant” on the basis of personal interview.

3. Remuneration to the individual would be consolidated Rs 21,500/- per month and will be fixed by the Selection Committee as per qualification and experience of the candidate. Higher pay may be considered for deserving candidates.

4. Candidates are requested to send their updated Resume duly signed on each page by email only on the ID: [registrar@iiitvadodara.ac.in](mailto:registrar@iiitvadodara.ac.in)

5. **Last date of receipt of Resume by email : 24 Jul 2020.**

6. All correspondence with respect to this recruitment will be made through email only and no hard copy of intimation will be sent. Hence, candidates are requested to check their email regularly for any update on this recruitment. No interim correspondence/ enquiries from the candidates will be entertained/ replied.



*Kawang*  
Registrar