



Advertisement for the post of Executive Assistant

About the Company

Indian Institute of Technology Tirupati (IITT) has established the IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF) to facilitate the Technology Innovation Hub (TIH) on Positioning and Precision Technologies (PPT) approved by National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) and coordinated by the Department of Science & Technology (DST), Government of India. The Company will be initially supported by the DST for five years, following which it should generate its revenue to continue with its functions. The Company aims to create a strong foundation and a seamless ecosystem to promote knowledge generation, translation research, technology and product development, human resource development, innovation & commercialization standards and international collaborations in PPT.

About IIT Tirupati

IIT Tirupati is one of the twenty-three IITs created by an Act of Parliament as Institutes of national importance. Our objective is to nurture scientists and technologists of the highest calibre who would engage in research, design, and development to help build India towards self-reliance in her technological needs. IITT started functioning in 2015 and is amongst the youngest premier institutes in the nation. Since its inception, IITT has engaged in providing meaningful education in engineering and science while conducting original research of the highest standard. The Institute boasts of a sprawling 548-acre campus with a dedicated 19-acre space earmarked to establish Research Park and Innovation Hubs.

Job Description

Position	Executive Assistant
Company	IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF)
Location	IIT Tirupati, Yerpedu Post, Tirupati District, A.P. - 517619
Scope of the Job	<ul style="list-style-type: none">● Manage meeting schedules for the CEO.● Organise and prepare for meetings, including gathering documents and attending to logistics of meetings.● Preparing the Minutes of the meeting.● Coordination with internal and external stakeholders.● Maintain various records and documents for the company.

Qualification	<ul style="list-style-type: none"> ● Should be PG either in Mass communication or an MBA.
Experience	Minimum of 3 years of experience.
Requirement	<ul style="list-style-type: none"> ● Excellent written and verbal communication skills. ● Time-management skills ● Basic understanding of frequently used Computer Softwares and Project management tools. ● Ability to multitask. ● Interpersonal skills.
Compensation	Gross Salary Rs. 35000.00 - Rs. 45000.00 P.M.
Tenure	Initially three years (Renewable based on annual performance/ appraisal).
Termination	It is a temporary position, and the employee's service shall be liable to disengage during the tenure at any time by notice in writing given either by the employee to the Appointing Authority or by the Appointing Authority to the employee. The period of such notice shall be three months. The Company may withdraw, modify or discontinue any position at any time with the BOD's approval.
Last date	On or before July 15th, 2022.
<ul style="list-style-type: none"> ● Interested aspirants can apply at https://forms.gle/HFGFYU6bwuJA9V2G6 ● Shortlisted candidates will be informed through email for the interviews. ● The candidate is also required to bring the original certificates and supporting documents for verification at the time of interviews. <p>IITNiF reserves the right to change the cut-off qualifications and experience for calling the candidates for an interview.</p> <p>For any queries, please write to recruitment@iitnif.com or call us at 0877 250 3883 from 9.30 AM - 5.30 PM.</p>	