## CENTRE FOR INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI – 600 036

**Advertisement No: ICSR/PR/Advt . 92/2021**          **Dated: 17/05/2021**

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Applications are invited for the contractual post of **"Executive Secretary"** in the **"Centre for IC&SR"**, IIT Madras.

**Duration**: Initially for a period of one year, extendable based on performance.

| S.No | Post | Qualification and Experience | Pay Range |
|------|------|------------------------------|-----------|
| 1 | **Executive Secretary** | **Qualification:**<br><br>• **Any Post-graduate** (full-time two years course from a reputed Institution) & a valid Diploma / Certification in **Office Management & Secretarial Practice with 03 years of experience**.<br>• Any Graduate (full-time three years course from a reputed Institution) with 05 years of experience.<br>• Diploma / Certification Diploma in Office Management & Secretarial Practice with 08 years of experience.<br><br>**Key Skills / Abilities/Knowledge required**:<br><br>• Should be well versed in MS- Office applications.<br>• Should be fluent in English, Tamil.<br>• Should be able to organize and prioritize work<br>• Basic written & oral communication skills<br><br>**Role and Responsibilities: -**<br><br>1. Responsible to handle the day to day secretarial tasks for the Reporting officer.<br>2. Responsible for transcribing and proof reading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Reporting officer and/or staff<br>3. Maintains calendar of appointments for the reporting officer<br>4. Ensure that the reporting officer is updated about all the appointments as well as the matters which are requiring immediate attention.<br>5. Uses automated office systems to prepare letters, memoranda and reports. | Rs. 30,000 /- pm to Rs. 50,000- pm |

| | Post | Qualification and Experience | Pay Range |
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| | | 6. Screens inquiries from the staff, public officials, the press and the general public addressed | |
| | | 7. Gathers appropriate material from the respective officer and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to the staff as appropriate; | |
| | | 8. Processes records and forms, requisitions office supplies, and performs other administrative support procedures for effective office management; | |
| | | 9. Opens and screens mail addressed to the reporting officer, answers routine mail independently and routes other mail with background material as necessary; and also prioritizes and routes incoming mail. | |
| | | 10. Maintains all files for the reporting officer, ensuring that material is properly marked and accessible for immediate use; | |
| | | 11. Maintains files of all minutes taken at committee meetings for future references; Coordinates all travel arrangements for the reporting officer. | |
| | | 12. Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing finalized agenda. | |
| | | 13. Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedures. | |
| | | 14. Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided. | |
| | | 15. Performs some secretarial tasks for members of various committees as assigned or requested on day to day basis. | |
| | | 16. Performs special and confidential assignments as required. | |
| | | 17. Acts as a resource or reception person and provides information and assistance with tact and discretion. | |
| | | 18. Maintains files and handles details relating to policy development, employer-employee relations, and related matters. | |
| | | 19. Maintains general files and handles details on matters involving or affecting Division to which assigned. | |

## General Instructions to the candidates

1) All the positions are on purely contract basis.

2) The completion of the period of contract will not confer any right for further extension, regularization, permanency at the Institute.

3) Candidates should apply online only in the website https://icandsr.iitm.ac.in/recruitment/ - **(Please check the advertisement number Advt. 92/2021 displayed and submit the application for the relevant position)**.

4) Separate application has to be filled for each post.

5) The system will accept single application only with the registered login ID (email) for an advertisement, hence the candidate is requested to select the multiple positions (In case, he/she wishes to apply for more than one position) before the submission of application.

6) The application cannot be edited, reverted once it is submitted.

7) Candidates should not attempt to apply twice for the same post. If multiple applications are received from a candidate for the same post, his/her candidature will liable to be rejected.

8) Candidates should follow the prescribed procedure for submission of online application.

9) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.

10) The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.

11) After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.

12) Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.

13) The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.

14) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.

15) The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection the competent authority is of the opinion

that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

16) The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.

17) Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.

18) Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

19) The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

20) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

21) Applicants who are working in **any one of the Project at IIT Madras**, must apply through proper channel otherwise they will be required to produce No-Objection Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.

22) Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, he/she should submit testimonials from the most recent employer or immediate superior as a referee.

23) The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.

24) The Institute solely reserves the right not to fill any advertised position without assigning any reason

25) Only shortlisted applicants will be contacted.

26) No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.

27) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.

28) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

29) Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on website and no separate communication will be sent for this purpose.

30) **The last date for submission of online application is 27.05.2021 .**

31) If there is any issue to submit the application please send E-mail to : recruitment@imail.iitm.ac.in / icsrrecruitment@iitm.ac.in **Contact: 044- 2257 8357** on all working days from **9.00 AM to 05.30 PM (Monday to Friday – except National Holidays)**. (Please note, only technical issues will be accepted – No interim correspondence with reference to the selection process will be considered).

32) **Instructions to apply online:-**Eligible applicants would require to register and apply online through https://icandsr.iitm.ac.in/recruitment/ and submit the application.

**Sd/-**

Senior Manager –HR
Centre for IC&SR
IIT Madras