



PDPM

**Indian Institute of Information Technology, Design & Manufacturing
Jabalpur**

Advertisement

Skill test & Interview on November 22, 2022

Office Assistant [on contract]

Applications are invited for the position of one Office Assistant to work under a sponsored project supported by Asi@Connect, TEIN*Cooperation Center. The details are as follows:

Title of the Project: **“Empowering Girls to Reduce the Gender Gap in IT and ITES Sectors in South Asia Region: Training and E-Content Development Programme.”**

Project duration: **up to 30 June 2023**

Duration of the post: **December 01, 2022 to June 30, 2023**

Sl.No.	Posts	No. of posts	Essential Experience and age limit	Qualification, requirement	Nature of appointment and duration*	Consolidated Salary
1.	Office Assistant (Office support staff)	01	A graduate degree with knowledge of accounting software, Officetools OR letter\note drafting in English, publicity and promotion of educational programmes, Account / Data management, Office tools		Purely on contract and for the duration of December 1, 2022 to June 30, 2023.	INR equivalent to Euro 300=00 as per the conversion rate on the date of receipt of grant.

*** Appointment will be purely on contract basis.**

Brief Description of the Job Profile for the post is given below.

Office Assistant (Office support staff): The project work will involve management of finance and accounts of accounting software, extensive use of office tools, letter drafting, publicity and promotion of educational programmes, data management.

How to Apply: Fill the Google form <https://forms.gle/dS9H4M96xjoEzEbg6> on or before Monday, November 14, 2022, by 8.00 pm.

Tentative Date and time of Interview: Tuesday, November 22, 2022 10.00 a.m. onwards. The Interview will be conducted in online mode. Further shortlisted candidates may be called for interview in physical mode. The shortlisted candidates will be notified only through email. Candidate should check their email (also spam folder) for the link to join the interview.

Important Information for candidates:

1. Candidates should have a good academic record and should possess good communication and soft skills. Fluency in Hindi and English reading. Writing and speaking is essential.
2. The post is purely on consolidated amount basis and no other benefits (such as housing,

transportation, etc.) will be provided to the selected candidates.

3. The posts will be filled up on contract basis for a period starting December 2022 until June 2023 and no further extension will be provided.
4. Persons employed in Government/Semi-Government Organization are required to produce a no objection certificate at the time of interview. Persons retired from defence or any other central government services will also be considered for appointment.
5. The Institute reserves the right to fill or not to fill the post advertised.
6. The candidate will have no direct or indirect claim of a regular appointment on any post at PDPM IIITDM Jabalpur.
7. All interested candidates must register themselves through Online Registration form available on this link.
8. INTERVIEW to be held on November 22, 2022 10:00 am onwards.
9. No correspondence in the matter will be entertained.

Contact:

Prof. Aparajita Ojha (Project Coordinator)
Professor (CSE),
PDPM Indian Institute of Information Technology,
Design & Manufacturing Jabalpur
Dumna Airport Road, P.O. Khamaria,
Jabalpur-482005
Tel: 0761 – 2794221