

Advertisement for Recruitment of Executive Assistant (Academic Office) (On Contract basis)

Applications are invited for the eligible candidates of Indian nationals for the position of Executive (Academic Office) on a contractual basis to assist in scholarship and fellowship-related financial matters pertaining to PG and Ph.D. scholars.

Essential Educational Qualification and Experience

1. Master's Degree in any discipline, preferably Commerce or Management, from a valid University/Institution.
2. Minimum two (02) years of relevant experience in an Academic Office, financial management, or administrative work in a reputed institution.
3. Essential: Proficiency in computer applications with excellent working knowledge of MS Office, particularly MS Excel and ERP based office management.

Consolidated Remuneration

- ₹25,000/- per month (fixed).

Job Responsibilities

- Managing scholarships and financial assistance for PG and Ph.D. students.
- Processing financial support cases for PG and Ph.D. scholars.
- Managing UGC, CSIR, PMRF, TA, and FA scholarships/fellowships.
- Processing JRF to SRF conversions for both TA and FA categories.
- Processing Interim Fellowships and fellowship extensions cases.
- Assisting in other activities assigned by the Academic Office Authority.

General Terms and Conditions

- The appointment is **purely contractual and on a project basis** for an initial period of **11 months**. The tenure may be extended based on the candidate's performance and the Institute's requirements. The appointment does not confer any right to claim regular employment at IIT Indore.
- The Institute reserves the right to modify, cancel, or not fill the advertised position without assigning any reason.
- Only shortlisted candidates will be invited through email to undergo **hands-on/ skill test assessment** relevant to the job responsibilities mentioned above, followed by a **personal interview tentatively on 10th Aug 2026 at Academic Office at IIT Indore**.
- The decision of the Institute regarding shortlisting, selection, eligibility, and appointment of the candidate shall be **final and binding**, and no correspondence in this regard will be entertained. The selected candidate will be required to join immediately or on a date as decided by the Institute.

Application Procedure

- Interested candidates should send their **updated CV** to scholarships@iiti.ac.in.
- **Last Date for Submission of Application: 07 August 2026 (Friday), up to 5 PM.**
- Applications received after the stipulated deadline will not be considered.