

INDIAN INSTITUTE OF TECHNOLOGY INDORE

No. IITI/Academic-Recruitment/2026

August 19, 2026

Advertisement for the post of Executive Assistant (On Contract basis)

Fresh Applications are invited from eligible Indian nationals for engagement as Executive Assistant on a contractual basis to assist in handling scholarship- and fellowship-related academic, administrative, and financial matters pertaining to PG and Ph.D. scholars at Academic Office of the Institute.

Essential Qualification:

Master degree in any discipline from a recognized University/Institution.

Essential Experience:

Minimum two (02) years of relevant experience in an Academic Office, financial management, or administrative work in a reputed institution.

Preference will be given to candidates having:

- Proficiency in computer applications with excellent working knowledge of MS Office and MS Excel.

Consolidated Remuneration:

- ₹25,000/- per month (fixed).

Application Procedure:

- Only eligible candidates should apply through the Google Form: [Application Form](#) and upload the required documents latest by 26 August 2026 at 12:00 Noon.
- Shortlisting of candidates will be carried out by the Academic Office in accordance with the eligibility and selection criteria prescribed in this advertisement, after the application deadline. **No interim correspondence regarding shortlisting will be entertained.**
- Only shortlisted candidates will be invited to appear in person at IIT Indore for **original document verification, the hands-on skill test, and the personal interview.**
- **No request for an online skill test or online interview will be entertained under any circumstances.**

General Terms and Conditions:

- The appointment is purely contractual and project-based for an initial period of 11 months, extendable based on performance and the Institute's requirements. It does not confer any right to regular employment at IIT Indore.
- No TA/DA shall be paid for attending the selection process.
- The Institute reserves the right to modify, cancel, or not fill the position. Its decision regarding eligibility, selection, and appointment shall be final and binding, and no correspondence shall be entertained.
- The selected candidate will be required to join immediately or on a date as decided by the Institute.
- In case of any query, please write to scholarships@iiti.ac.in