

DPIIT IPR CHAIR
ADVERTISEMENT NOTIFICATION

Letter no:

Date: 09.07.2024

The DPIIT-IPR CHAIR is seeking applications for the following contractual position of **Secretarial Assistant - 01**.

❖ **Essential Qualifications:**

- Graduation in any subject
- CCC from DOEACC

❖ **Desirable Qualifications**

- Proficiency in office software (e.g., Microsoft Office Suite).
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Experience in administrative or clerical roles.
- Ability to maintain confidentiality and handle sensitive information.
- Previous experience in an academic or research environment is desirable.

❖ **Nature of Responsibilities:**

- The Secretarial Assistant will perform clerical tasks and assist in daily office activities for the office of DPIIT-IPR Chair.
- ❖ Assist the office of the IPR chair in day-to-day office work, including stock entry, bookkeeping, etc.
- ❖ Any other work assigned by the office of the DPIIT-IPR Chair

❖ **Application Procedure:**

- Interested candidates should submit their applications to the DPIIT IPR CHAIR PROFESSOR, along with a scanned copy of their detailed resume with their photograph, complete personal information, and relevant certificates (photocopies). The deadline for submission is 20th July 2024 (05:00 PM). Please mention the subject as: "Application for the post of Secretarial Assistant in DPIIT IPR-Chair" and send to manishsingh@rmlnl.ac.in.

❖ **Selection Process:**

- Shortlisted candidates will be informed of the date of the interview. Mere possession of minimum qualification does not guarantee an invitation to the interview. Candidates will be short-listed based on their merit and as per the requirement of the work profile.
- All candidates should make their own arrangements for their stay at Lucknow if required. No TA/DA will be paid to attend the interview.

❖ **Emoluments**

- INR 12500.00 pm (Consolidated)

❖ **Important Notes:**

The position of Secretarial Assistant is purely temporary and contractual under DPIIT-IPR Chair. The selected candidate will be appointed initially from the date of appointment until 31st March 2025, with the possibility of extension to the next financial year based on satisfactory performance. The appointment to the post will automatically terminate on the termination of the DPIIT-IPR Chair unless terminated earlier. The Secretarial Assistant will be an employee of the IPR CHAIR and does not hold any claim to a permanent position in the future.

Sd/-

Prof. (Dr.) Manish Singh

DPIIT-IPR CHAIR PROFESSOR