Institute of Infrastructure, Technology, Research And Management (IITRAM)

Date: 27/01/2023

Advertisement for Office Executive (Alumni Cell)

Name of Post	Office Executive (Alumni Cell)
No. of Posts	01
Consolidated Monthly Pay	Rs. 30000 to Rs. 50000 per month based on the experience and credentials of the candidate
Tenure	1 year contractual with a possibility to extend depending on the performance
Experience	Minimum 3 years
Educational Qualifications	Bachelor's degree with 60% marks or 6.0 CPI (on a 10.0-point scale)
Desirable Skills / Relevant Work Experience	• Strong interpersonal and communication skills and the ability to work effectively in a diverse community • Skill in the use of computers and related software applications (basic word, Excel and PowerPoint presentations) • Strong database management skills and ability to produce detailed reports • Ability to design and write promotional material • Ability to plan and implement promotional programs • Ability to work flexible hours
Key Responsibilities	• To maintain the database and record for the Alumni • To design and write promotional material • To plan and implement promotional programs
Age Limit	35 years as on last date of submission of application *05 years age relaxation for reserved category candidates*

How to Apply:
The online application should be made on https://iitram.ac.in/career only and candidates are required to fill out the online form only.

Deadline:
The deadline for filling up the form is **16th February 2023 by 5:00 pm IST**.

Contact if you have any queries in filling up the form:
Institute of Infrastructure, Technology, Research and Management,
Maninagar East, Khokhra Circle,
Ahmedabad– 380026
Email: office@iitram.ac.in

Selection Procedure:
• Based on applications received, a merit list of qualified candidates will be prepared.
• For a particular post, about 3 times no. of candidates will be called for personal interviews and/or written tests. Candidates will be selected as per their performance in the interview and/or interview.
• Shortlisted candidates will be informed via e-mail. The list of shortlisted candidates will be available on the Institute website in due course time.