

## **Advertisement for the Position of ‘Office Attendant’**

Applications are invited for the position of **Office Attendant** (on contract) at IIT Ropar, Defence Research and Innovation Foundation (DRIF) to assist the DRIF office with routine office tasks like maintaining offices, document filing, copying and dispatching, as well as buying supplies for DRIF and its daily operations.

### **Job Description:**

- Maintain the offices, classroom, labs, and common spaces.
- Document filing, copying, and dispatching.
- Buying office supplies from the local market as and when required.
- Ensure that the offices are properly locked before leaving.
- Collecting and delivering office items, documents, and parcels as instructed.
- Preparing and serving tea.
- Help in organizing and arranging furniture for meetings or events.
- Any other duties that may be assigned from time to time.

**Qualifications:** 12<sup>th</sup> Pass

**Age limit:** Up to 35 years, preferred

**Emoluments:** *To be discussed with the applicant.*

**Job Duration:** Initially one year, renewable based on performance.

**Application Process:** Email your detailed CV to **admin@defence.iitrpr.ac.in** in with subject as “Application for the position of Office Attendant” on or before **22nd Jun 2025**. An online and in-person interaction will be conducted if the candidate’s CV is selected for further evaluation.

**Note:** Only short-listed candidates shall be called for the further recruitment process. The decision of the management for the short listing and selection will be final.