

Category	Details
Position	Office Executive / Administrative Officer
No of Post	04
Program	DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojana)
Minimum Educational Qualifications and Experience	<p>Bachelor's degree, Master's degree (preferred) with at least 50% Marks or Equivalent Grade Point from a recognized University.</p> <p>Minimum 02 years of experience (preferably).</p> <p>Previous administrative experience in the public sector or similar field (preferred).</p>
Age Limit	The age should not be more than 40 years.
Required Skills	<p>Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).</p> <ul style="list-style-type: none"> <li>- Strong organizational and multitasking skills.</li> <li>- Ability to communicate effectively with the public and stakeholders.</li> </ul>
Job Description	<p>Ability to work effectively within a team.</p> <p>Strong ability to manage multiple tasks, prioritize tasks, and meet deadlines.</p> <p>Willingness to adapt to changing job responsibilities, schedules, and travel requirements.</p> <p>Perform all other related duties as assigned by Head or University Authorities.</p>
Work Location	Udhyog Bhavan, Gandhinagar, Gujarat
Job Type	Full-time
Priority	Priority will be given to candidates from Ahmedabad and Gandhinagar.
Salary	Upto Rs.25,000 per month.
Email C.V	hr.iisddugky@gmail.com
Last Date for Application	05.06.2025