



Date: 3rd July 2025

Walk-in Interview: Office Executive (on Contract basis) for IIT Ropar Alumni Association

Institute Name	IIT Ropar
Post Name	Office Executive (on contract)
No of Posts	01 Post (Initially for a period of 01 year with an option to extend)
Salary	Starting Salary Rs. 20,000- 25,000 per month (depending upon the qualifications, experience and performance of the candidate), paid from IIT Ropar Alumni Association
Job Location	IIT Ropar
Reporting Time for Walk-In-Interview	9:00 AM, 15th July 2025 (Tuesday)
Venue	Office of Career Development & Placement Cell (CDPC) 3 rd Floor, M. Visvesvaraya Building (East Wing), Main Campus, IIT Ropar Contact: 01881-232765

Eligibility for Appearing in the Walk-in-Interview:

1. Educational Qualification:

- Graduate degree with a minimum of **55% marks**, along with a **Master's degree in any discipline**.

2. Work Experience:

- Minimum of **two years of relevant work experience**, particularly in the following areas:
 - Computer applications (MS Office, Excel, PowerPoint, Accounting software)
 - Event/meeting coordination
 - Social media tools and content creation

3. Age Limit: Below 32 years

Note: Candidates must ensure they meet the above-mentioned eligibility criteria before appearing for the interview. Those who do not meet the criteria will not be permitted to attend the interview.

Candidates must carry original documents along with a set of self-attested copies in support of their eligibility (education, age, and experience).

For any queries, you may contact: office.alumni@iitrpr.ac.in