

GULATI INSTITUTE OF FINANCE AND TAXATION
Chavadamukku, Sreekariyam
Thiruvananthapuram, Kerala
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162/A/GIFT/2024

Date: 12 December 2024

NOTIFICATION

**Advertisement for the post of Confidential Assistant & Officer in charge of Director's Office
(Contract)**

Applications are invited from eligible candidates (Indian Nationals only) for the post of Confidential Assistant (CA) & Officer in charge of Director's Office on a contractual basis.

Post: Confidential Assistant & Officer in charge of Director's Office (Contract)

Essential Qualification

Persons possessing Master's Degree in any subject (minimum of 60% marks) with administrative experience (academic and office) in Government organizations / Autonomous organizations / Academic institutions, both public and private.

The candidate should be excellent in oral and written communication skills in English and Malayalam. Proficiency in HR management with excellent interpersonal skills, project management abilities and organizational skills are essential.

Desirable qualifications

Master of Business Administration (MBA) or equivalent Post Graduate Degree/Diploma in Management (HR and Administration) with a minimum of 60% marks. Experience in handling academic programs would be an added advantage.

Experience: At least 5 years' work experience in administration preferably in academic program management.

Upper Age Limit: 50 years

Pay: Consolidated emoluments at Rs. 40000/-

Contract Period: The appointment will be initially for one year, which may be extended subject to the institutional requirements. The position involves a six-monthly review.

Job Description

We are seeking a highly motivated and skilled officer to assist the Director in all the academic and administrative matters at GIFT. The officer will work with the Director, Registrar, and the Program Coordinators to ensure the smooth functioning of the institute.

Job Profile

- ❖ Assist the Director regarding all the academic programs, including the admission process, dealing with the affiliated university (CUSAT), scheduling classes, managing course materials, and supporting instructors and students.
- ❖ Assist the Director in managing administrative tasks, such as maintaining records, managing files of students and other files related to the various activities of the institute and preparing reports.
- ❖ Ensuring a cordial relationship in all dealings with different administrative departments.
- ❖ Serve as a point of contact for faculty, staff, students, and external members, responding to inquiries and providing assistance as needed.
- ❖ Assistance in preparing press releases, promotional material & publications (brochures, videos, social media posts etc.)
- ❖ Content curation and handling all Social Media Platforms/Channels for GIFT
- ❖ Support special events and activities, such as seminars, conferences, workshops, and meetings, by organizing logistics and providing on-site support.
- ❖ Undertake such other activities as instructed by the Director/Registrar.

Application and Selection Procedure

Interested candidates may send the SOFT COPY of the detailed Curriculum Vitae along with a scanned copy of the relevant certificates to the email ID: careers.gift@gmail.com

Only shortlisted candidates will be called through email for a personal interview (offline only) at the GIFT campus. No separate call letter will be issued.

The applicants should carry all original certificates of the qualifying examinations and the proof of experience at the time of attending the interview.

Submission deadline

The last date for receiving the applications via email is **06 January , 2025**. Applications received after the due date will not be considered.

Note: TA/DA (Second class train fare/ actual bus fare by shortest route) will be paid to the short-listed candidates for attending the interview.

Director