

GULATI INSTITUTE OF FINANCE AND TAXATION

Chavadimukku, Sreekariyam

Thiruvananthapuram, Kerala

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Date: 06 March 2024

ADVERTISEMENT FOR THE POST OF Administrative Officer (Contract)

Applications are invited from eligible candidates (Indian Nationals only) for the post of Administrative Officer on a contractual basis.

Post: Administrative Officer (Contract)

Essential Qualification

Persons possessing Master's Degree in any subject (minimum of 55% marks) with administrative experience (academic and general) 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 with a commitment and orientation for multi-tasking. 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 55% marks. Knowledge of Government rules & regulations and experience handling academic programs would be an added advantage.

Experience: At least 3 years' administrative work experience, preferably in academic program management.

Upper Age Limit: 45 years

Pay: Consolidated emoluments at Rs. 40000/- (**Higher pay may be considered in exceptional cases**)

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 administrative officer to coordinate academic programs at GIFT and provide administrative support to the institute. The administrative officer will work with the Director, Registrar, and Program Coordinators to ensure the smooth functioning of the institute.

Job Profile

- ❖ Coordinate academic programs of the institute.
- ❖ The applicant should be adept at managing office procedures such as maintaining records, managing files related to the various activities of the institute and preparing reports.
- ❖ Ensuring a cordial relationship between different administrative departments.
- ❖ Serve as a point of contact for faculty, staff, students, and external members, responding to inquiries and providing assistance as needed.
- ❖ Coordinating and preparing press releases, promotional material & publications (brochures, videos, social media posts etc.)
- ❖ 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 **April 10 , 2024**. 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, GIFT