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Adv. No. 23/ 2022

POSITION VACANT

Online applications are invited for the post of Executive Assistant in the Directorate of International Affairs.

Role & Responsibilities of Executive Assistant :

1. Manage scheduling for office and ability to draft, review and send communications.
2. Organize and prepare for meetings, including gathering documents and attending to logistics of meetings.
3. Reply to phone calls, communicate messages and emails.
4. Systematize various records and documents.
5. Other works as assigned by the Executive Director from time to time.

Key Skills :

1. Excellent written and verbal communication in English as well as time management skills
2. Ability to multitask and full concentration on given assignments
3. Good knowledge of Internet & Microsoft Office (Word, Excel & Power Point)

Qualification : The candidate should have a prerequisite Bachelor degree in the field of Management/Engineering with 60% marks from a recognized University / Institution.

Emoluments: Rs. 20,000 to 30,000/- p.m. for deserving candidate

Interested candidates may apply online through the University website link www.iul.ac.in/career.aspx latest by **30.11.2022**. **Only short listed candidates will be informed to appear in the interview.**

Registrar

Note:- Candidates should mention their full detail in C.V. alongwith the online application due to failure of this their application may lead to cancel.

RANKED AMONGST

THE TOP TWO PRIVATE UNIVERSITIES
of Uttar Pradesh in
INNOVATION & RESEARCH

Source: Scimago Institutions Ranking 2019

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