



Indian Institute of Technology Indore

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भारतीय प्रौद्योगिकी संस्थान इन्दौर
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IIT Indore

Advertisement for the Recruitment of an Admin Executive

Applications are invited from interested and motivated candidates for the Admin Executive position at Charak Center for Digital Healthcare, IIT Indore, as per the following details.

Position	Admin Executive
Number of Vacancies	01
Project Title	Charak Center for Digital Healthcare, IIT Indore
Fellowship duration	1 year (with possible extension)
Job Description	• Manage office operations, correspondence, and scheduling of meetings/events. • Maintain inventory records, files, and documentation related to projects, procurement, and HR. • Coordinate logistics for workshops, conferences, and visiting experts. • Coordinate recruitment processes, including advertisement, scheduling interviews, and documentation. • Support onboarding and joining formalities for new staff, interns, and fellows. • Draft and circulate official emails, letters, and notices on behalf of the Center. • Liaise with various IIT Indore departments such as Dean R&D, Finance, Stores & Purchase, and Administration. • Support internal and external communication for collaborations and project coordination. • Assist in the preparation and processing of reimbursements (Travel, Direct Purchase, etc.). • Handle vendor communication, quotation collection, and comparative statements. • Prepare payment requests, follow up with finance sections, and maintain expenditure records.
Essential Qualification	Bachelor's or Master's in relevant departments.
Fellowship	Rs. 40,000/- to Rs 50,000/- p.m. plus HRA as per the institute's norms. It is based on the candidate's performance. The review committee's decision will be considered as final.

Interested candidates are requested to apply at <https://forms.gle/ww6K9EUG1LTS9ZmQ8>

Only shortlisted candidates will be called for an interview. Selected candidates will be informed by email.

No TA/DA will be paid to appear in the interview.

Address for Correspondence:

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Charak Center for Digital Healthcare

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