



IIM ROHTAK

Sunaria Campus, Rohtak - 124010

IIM Rohtak invites applications for

Secretarial Positions

Please apply through email at: careers@iimrohtak.ac.in The subject of the email should be name of the post.

Last date to receive applications is: **December 19, 2024**

S. No	Name of position	Age	Educational Qualification	Salary
1	Office Secretary (On Contract)	Preferably below 30 years	BA/BSc/BCom/ or an equivalent professional qualification with 1 year post-qualification experience preferably in an educational Institution. A good knowledge in MS-Office with other computer related tasks is essential.	Rs. 30,000 to Rs. 40,000 per month fixed consolidated

Institute will verify the certificates/ documents submitted by the applicant at any time of the recruitment process. Institute may cancel candidature of any applicant, if not found suitable at any later stage.

1. Educational certificates (Original along with one set of self-attested photo copies).
2. Experience certificate (Original and one set of self-attested photo copy).
3. Two recent passport size coloured photographs.
4. **A good knowledge in MS-Office with other computer related tasks is essential.**
5. Duly filled Prescribed Application Form ([CLICK HERE](#) to download the Application Form).

Interested candidates must send scanned copy of their filled and duly signed application in Prescribed Format along with scanned copies of self-attested documents (educational & work experience) through e-mail to: careers@iimrohtak.ac.in on or before **December 19, 2024**.

The subject of the e-mail must be mentioned as “**Application for Secretarial Positions**” else the application will be discarded.

(Chief Administrative Officer)
IIM Rohtak
01262-228544