

YOUNG INDIA SKILLS UNIVERSITY TELANGANA
(University established under Act 13 of 2024 by Government of Telangana)

YISU/04/2025

29.01.2025

**APPLICATIONS ARE INVITED FOR THE APPOINTMENT OF NON-TEACHING STAFF
ON CONTRACT BASIS**

Applications are invited from interested candidates for the following position on Contract basis

EXECUTIVE SECRETARY TO VICE-CHANCELLOR

The incumbent will be expected to provide confidential and professional executive assistance & support to the Vice-Chancellor.

The incumbent will report to and work directly with the Vice-Chancellor in day-to-day academic, industry-related and all other activities.

Duties and Responsibilities

- To maintain daily schedules and co-ordination of the Vice-Chancellor's commitments.
- To arrange and coordinate appointments and meetings for the Vice-Chancellor
- Preparation of all correspondence and co-ordinating other documents as may be required for the Vice- Chancellor from time to time.
- To co-ordinate & make all logistics arrangements locally and domestically, including travel, for the Vice-Chancellor.
- To respond accurately and efficiently to all enquiries made to the Vice-Chancellor using own initiative where delegated, and to liaise effectively with internal and external contacts.
- To assist in the preparation of all international travel itineraries and as such, coordinate all arrangements for the international visits where the Vice-Chancellor has involvement in Official Delegations.
- To appropriately execute any other duties as directed by the Vice-Chancellor
- To function in co-ordination with Registrar in execution of duties where larger University matters are concerned

Minimum Qualification and Attributes:

- Candidate should be a Post graduate from a top & recognized (high NIRF ranked) University or Graduate from an IIT/NIT/leading technical university. Added qualification in HR Management would be beneficial.
- A minimum working experience of 3 years as an Executive Assistant/Secretary to Chairman/Managing Director/Vice Chancellor, where daily dealing with a wide range of

YOUNG INDIA SKILLS UNIVERSITY TELANGANA

(University established under Act 13 of 2024 by Government of Telangana)

people is involved. Candidates who have worked in leading academic institutions/institutions of national importance would be preferred.

- Great proficiency in multiple Microsoft office systems/tools and other related software.
- Excellent communication skills both oral and written. A non-negotiable qualification.
- Able to work perfectly under demanding deadlines.
- An interactive, amiable and intelligent personality capable of maintaining excellent relations with all stakeholders and public. Possess problem solving skills.

General Terms and Conditions:

- a) Remuneration would be commensurate with merit, qualification and experience and demonstrated communication skills.
- b) The appointment will be purely on contract basis initially for a period of one year, which can be renewed based on performance.
- c) Contract can be terminated by giving one month notice period by either side or salary in lieu of that.
- d) Age not exceeding 30 years.
- e) Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview. In this regard the decision of the Institute/Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained.
- f) Shortlisted candidates will be informed for interviews through e-mails only.
- g) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
- h) The selected candidates will be expected to join within two weeks from the offer of appointment
- i) Qualifications/experience, age may be relaxed for exceptional candidates.

Application Process:

Interested candidates may apply with detailed CV and copy of existing pay certificate to registrar.office@yisu.in. Last date for receipt of applications is 10th February 2025.

Sd/-
Registrar In Charge