



DPSRU Innovation and Incubation Foundation (DIIF)
Delhi Pharmaceutical Sciences and Research University (DPSRU),
(The First Pharmacy University in India)
Mehrauli-Badarpur Road, Pushpvihar, Sector 3 New Delhi 110017,
Phone: 29552036, 29553771, **Website:** <http://dpsru.edu.in/>



Applications are invited from Indian Nationals for the post of Receptionist cum Office Assistant (1), Manager Operations and Administration (1). The posting will be done purely on temporary basis for a period of one year only, however, it may be continued further. Salary is negotiable as per rules.

Interested candidates may send their CV along with contact number(s), e.mail address(es) and one latest colour passport size photograph to e-mail at info@diif.in or popli.harvinder@gmail.com and by post to reach on or before 5:00 pm on 22nd January, 2018.

Director, DIIF

Employment Notice

DPSRU Innovation and Incubation Foundation (A section 8 company under the Company Act 2013) is promoted by Delhi Pharmaceutical Sciences and Research University, New Delhi with the grant from the Govt. of NCT of Delhi to create a culture of entrepreneurship, start ups and Intellectual Property Creation that leads to value creation, employment and causes social and economic good.

DPSRU Innovation and Incubation Foundation (DIIF) invites applications to fill up the post of “Receptionist” and “Multitasking Fellow”.

Educational/Professional Qualifications and Experience for Receptionist cum Office Assistant :

Essential:

- Bachelor’s or Master’s degree with minimum of 3 years of experience.
- Computer certification would be advantageous
- Working experience of clerical skills such as typing, copying and faxing would be preference.
- Excellent communication skills and interpersonal skills are top pre-requisites.

Desirable:

- Prior experience of working in Healthcare industry / Business Development / Academics.
- Strong working knowledge of Microsoft office programs.
- Strong data entry and typing skills.
- Ability to multitask in fast paced environment.
- Strong customer service skills.
- Should exhibit high levels of professionalism.

Job responsibilities

- Receiving and dialing calls for different clients and collecting required information.
- Submit status, reports and information as required by the competent authority.
- Greeting the visitors.
- Creating and organizing files.
- Indexing the relevant files into appropriate databases.
- Preparing documents for shipping and mailing.
- Maintaining office supplies and inventories.
- To perform any duty/responsibility as directed by Board of Directors of DIIF.

Educational/Professional Qualifications and Experience for Manager Operations and Administration:

Essential:

- Bachelor's or Master's degree with minimum of 10 years of experience.
- Working experience of administration, purchase and coordination with government agencies .
- Excellent communication skills and interpersonal skills are top pre-requisites.

Desirable:

- Prior experience of working in Healthcare industry / Business Development / Academics/Govt Institutes.
- Strong working knowledge of computers, softwares.
- Ability to multitask in fast paced environment.
- Should exhibit high levels of professionalism.

Job responsibilities

- Execution of operational work for Incubatees.
- Managing and supporting Incubatees for Infrastructure , Mentorship, Workshop organisation.
- Submit status, reports and information as required by the competent authority.
- Coordinating with TIE , accounting , Audit , Government agencies and organizing files.
- Indexing the relevant files into appropriate databases.

Salary and Perks: It will be decided by the Board of Directors of the Company, as per the credentials of the candidate.

Duration of Job: The job will be on a contractual basis for a period of 6 months renewable upto 5 years based on performance and evaluation by the Board of Directors of DIIF.

Application Process:

Candidates who fulfil the eligibility criteria may send their detailed CV, one latest colour passport size photograph, their contact details and a forwarding letter addressed to “The Director, DIIF via email to info@diif.in or popli.harvinder@gmail.com by post or by hand (please write the post applied for at the top of the envelope) at the following address: The Director, DPSRU Innovation and Incubation Foundation (DIIF), Delhi Pharmaceutical Sciences and Research University (DPSRU), New Delhi, Mehrauli-Badarpur Road, Pushpvihar Sector 3 New Delhi 110017, India , latest by 5.00 pm, upto 25th January, 2018.

General Instructions for all Candidates:

- The candidate must be a citizen of India.
- Prescribed Educational Qualifications are minimum and mere possession of the same does not entitle a candidate to be called for an interview.
- The organization reserves the right to short-list the candidates to be called for a personal interview/interaction.
- DIIF reserves the right to fill or not to fill this post advertised and no correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- DIIF reserves the right to withdraw the post on offer.
- Applicants already in employment with a Government Department/Autonomous Bodies /Universities under Central/State Government should apply through proper channel.

- Incomplete/unsigned application/application without photograph and those received after the closing date will be rejected summarily.
- Candidates must ensure that their application reaches the company's office well in time. The company will not be responsible for any postal delay or loss.
- No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- Shortlisted candidates will be informed through e-mail regarding the date, time and venue.
- The candidate must be prepared to appear for the interaction/interview on a very short notice.
- Any disputes are subject to jurisdiction of Delhi.