



Advertisement for Assistant Manager

About the Position:

Applications are invited for the following position to work with the Alumni Association, IIT Kanpur. The post is temporary and contractual, initially for one year, with the possibility of extension based on performance and requirements.

Name of the Post: Assistant Manager

Number of Posts: 01 (One)

Salary: Rs 20000-Rs 30000 (The salary will be based on qualifications and experience)

Minimum Qualification and Experience: Post Graduate OR Graduate degree + 2 years relevant experience.

Key Responsibilities:

- Draft official correspondence, letters, and emails.
- Coordinate alumni programs, events, and initiatives.
- Office administration, documentation, and record management.
- Liaise with Alumni and Institute offices.

Key Requirements:

- Graduate / Postgraduate degree in a relevant discipline.
- Good proficiency in letter writing and official communication.
- Proficiency in MS Office and basic computer applications.
- Bachelor's degree in any field; education, communications, business preferred.

How to Apply:

- Interested candidates should apply by completing the Google form and uploading a CV:
<https://forms.gle/YhFmg4wbRv4dAp5V9>
- Applications in any other mode will not be accepted
- Deadline: 11:59 PM, 31.01.2026

Note:

- The short-listing committee reserves the right to set suitable criteria for shortlisting candidates.
- Only shortlisted candidates will be informed of the interview date and mode via email.
- No TA/DA will be paid for attending the selection process.

Secretary

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