



ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು

भारतीय विज्ञान संस्थान, बेंगलूर

Indian Institute of Science

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Broad Job Descriptions for the post of Administrative Assistant

Purpose:

The purpose of having an Administrative Assistant (AA) is to carry out the functions of the office diligently and in a timely manner as required by Administrative Manuals and SOPs. AA will be required to process letters, representation, applications, papers, etc.; arranging meetings, managing visitors, events and related protocols.

Role:

Ensure that the Department is functioning smoothly and to be accountable for all the assets, papers, files and other materials that the Department / office comes across in the course of the daily work of the Institute.

Responsibilities:

The appointed AA should be able to discharge the following responsibilities:

1. Indexing, recording, typing, comparing, despatching, preparation of statements, correction of reference books and submission of drafts etc.
2. Receiving, registration and retrieving of letters / files / papers as and when required, maintenance of Section Diary, File Register, File Movement Register
3. To see whether all facts have been correctly stated;
4. To point out any mistakes or incorrect statement of facts;
5. To draw attention, where necessary, to precedents or Rules and Regulations on the subject;
6. To bring out clearly the question under consideration and suggest a course of action wherever possible
7. Compilation of data, drafting of various reports and submission of the same, as and when required;

8. Co-ordinate with various parties to make appointments for Officer-in-Charge;
9. Liaise with other Departments for smooth workflow processes
10. To undertake any other similar duties pertaining to the office that the Officer-In-Charge may assign from time to time.

Essential Competencies:

The followings are the essential competencies which are required to be possessed by a candidate who seeks appointment to the post of AA:

1. Be conversant with the rules in the subject matter that the office is dealing with and be able to submit rules at appropriate time to all people concerned i.e. the Officer-in-Charge, visitors to the office and other stakeholders
2. Should be able to compose grammatically correct and simple to comprehend documents (letter, emails, reports, etc.) in English.
3. Be conversant with all application software in the MS Office package – MS Word, MS Excel, and MS Power Point, MS Access. Be able to use these application software in an efficient and effective manner. Be aware of all the capabilities and features of these software packages and use them with speed and accuracy.
4. To understand the working of ERP modules for effective functioning

Organisational Competencies:

The Indian Institute of Science is India's premier institution of higher education and research. IISc is saluted as an Institution of Eminence by the Government of India & has set itself aggressive goals for the next 5 years & further in the future.

The IISc administration has to provide its faculty and students with the smooth functioning of essential support services such as admissions, thesis processing, salary and scholarship, procurements, library, laboratories, etc. An AA will be assigned to any of these offices & will be expected to precisely understand the functioning of the office and deliver to expectations. While being assigned to a specific office, the AA will be expected to work across boundaries and establish interfaces to other parts of the organisation. The AA should be prepared to be reassigned to other offices as per the needs of the Institute.