सत्यमेव जयते
Ministry of Education
Government of India

भारतीय ज्ञान परम्परा विभाग
INDIAN KNOWLEDGE SYSTEMS DIVISION
शिक्षा मंत्रालय, भारत सरकार
Ministry of Education, Govt. of India

3rd Floor, J Block, World Trade Centre, Nauroji Nagar,
Safdarjung Enclave, New Delhi – 110029

Advt. No. 2-182/IKS 2.0/Estt./2026-27

Name of post(s)	Executive Assistant (General)
Number of post(s)	02
Nature of post	Purely on contract basis as a part of the IKS Project Management Unit
Salary	Rs.40,000/- per month (consolidated)
Period of service	Initially for a period of two years and extendable further as per requirement / performance
Place of Service	New Delhi / Delhi
Essential Qualification(s)	➢ Bachelor Degree from recognized University. ➢ Knowledge of work on Computer (Proficiency in MS Office, Excel / familiarity with financial software systems. ➢ Having worked on contract for the government or in any other capacity
Experience	Having 2-3 years' minimum experience with the work related to Govt. Organization/PSUs. Or any other capacity.
Desirable	➢ Minimum Typing Speed 35 wpm in English / or 30 wpm in any other Indian languages.
Age Limit	Maximum 40 years
Key Responsibilities	• Maintain official Record keeping & Accounting (Accounting/PFMS/Audit/Record Keeping). • Handling the PGMS/RTI & etc. compliance Support, Tally Software. • Date & Process Management. • Quality Assurance & Monitoring. • Data Analytics.
Preference	• Candidates with experience/background in IKS will be given preference.

1. Selection will be made as per the prescribed norms and requirements of the job.
2. No TA/DA will be paid for attending the test / written exam/ interview/ joining the duly on selection.
3. The candidate short listed for interview will be informed by e-mail. The IKS Division will not be responsible if the ID provided is incorrect or mailbox is left unchecked.
4. Original Educational Qualifications, Proof of Age, experience etc. should be produced only at the time of interview. However, self-attested photocopies of testimonials may also be uploaded with the application in support of educational qualifications and experience etc.
5. The decision of the IKS Division in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
6. The IKS Division reserves the right of terminate any contractual engagement without prior notice in case of any misconduct/unsatisfactory performance etc.
7. This offer of engagement does not confer any right implicit or explicit for your consideration for regularization / absorption in MoE/IKS.
8. Entitle for 2.5 days leave in each calendar month with a provision to carry forward the leave, if the assignment is continued without a break, subject to lapse at the end of the calendar year.
9. TA is admissible for duties performed on Saturday, Sunday or any Gazetted Holiday as per entitlement.
10. Not to entitled for residential accommodation, official transport, LTC, Leave encashment, Medical reimbursement, Bonus etc. or any other allowance / facilities as admissible any regular employee being a contractual position.
11. TA/DA as per prevalent Rules for outstation duty(s).

सत्यमेव जयते
Ministry of Education
Government of India

भारतीय ज्ञान परम्परा विभाग
INDIAN KNOWLEDGE SYSTEMS DIVISION
शिक्षा मंत्रालय, भारत सरकार
Ministry of Education, Govt. of India

3rd Floor, J Block, World Trade Centre, Nauroji Nagar,
Safdarjung Enclave, New Delhi – 110029

Advt. No. 2-182/IKS 2.0/Estt./2026-27

Paste self-attested passport size photograph

APPLICATION FOR .....

1. Name of the Applicant: .....
2. Father/Husband's Name: .....
3. Date of Birth: ..... Age: .....
4. Category (SC/ST/OBC/GEN) .....
5. Gender (M/F): .....
6. PAN Number (attach copy of PAN Card) .....
7. Aadhaar No. (attach copy of Aadhaar Card) .....
8. PayScale/Last pay drawn/emoluments .....
9. Present post (Designation).....
10. Present Address:

Pin Code:

Mobile No.:

E-Mail.ID :

11. Particulars of Examination passed:

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

12. Name(s) of Central/State Govt. organization / Central or State Universities / Central/ State funded Autonomous Bodies / equivalent Private sector previously worked and organizations from where retired including Address / Telephone number(s) of contract person(s):

Name of the Organization	Name of contact person(s) / Mobile No. / Telephone No.	E-mail ID

13. Details of Professional training obtained, if any, during the period of service:

14. Details of experience – starting with the last & current position (separate sheet may be Attached, if required)

Post Held	Name of Organization	Period		Matrix Level (if pre-revised pay scale, applicable the same may be mentioned)	Length of Service in years	Nature of duties Performed
		From	To			
Total length of experience in years:						
Knowledge of Computer with Typing Speed:						
If selected, what notice period required for joining:						

15. Any other information:

DECLARATION

It is certified that the information provided as above, is true & complete in all respect and to the best of my knowledge & belief. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn. I also agree that if any information is found to be wrong later, IKS Division may terminate the position without any further enquiry.

(Signature of the Applicant)

Date : .....
Place : .....

Name.....
Address.....