

Vacancy

Executive Officer, Indian College of Pediatrics

Indian College of Pediatrics (ICP) is an academic wing of Indian Academy of Pediatrics with the objectives of ensuring standards and quality of academic courses being run by Indian Academy of Pediatrics and its various branches/chapters. It also aims to impart online educational activities for the members of the Academy and other stakeholders through a Digital Center of Excellence (DCOE). The office of the Indian College of Pediatrics is in Sector-62, Noida. ICP has a vacancy for a full-time post of Executive Officer as per following criteria:

Eligibility: Masters degree (preferably science subjects) or bachelor degree in medicine/dentistry (MBBS/BDS) with at least 55% marks (or equivalent grade wherever grading system is applicable) and minimum 3 years of administrative experience as executive officer/administrative officer/assistant registrar (or equivalent or higher post) in any government/private university/college/school. Excellent command over computer applications, including word processing systems, Excel and online communication is a must. Retired personnel with excellent command over computers and online applications can also apply.

Job Description (Full time)

- Processing, posting, and distribution of applications for membership of College as well as of students
- Maintaining academic records of the College, including curricula and schedules of classes and examinations
- Maintain class schedules; maintain curricular and degree inventories, update catalogs as appropriate. This will include digital content.
- Coordinate the application, examination and evaluation process; online or offline mode.
- Manage processing of degrees/grades/transcripts
- Coordination of GC, AC, EC and other meetings
- Any other academic or administrative responsibility as and when assigned by Chairman/Dean

Salary: Rs. 50,000 to 60,000 per month (consolidated); negotiable depending on qualifications and experience.

Contact: The Office, Indian College of Pediatrics E-mail: office.icp@iapindia.org, Mob. 9312085021

Submit applications including photograph, contact details, and details of educational qualifications and experience (along with copies of degree/certificates) in a single word/pdf document format at above email latest by 2nd May, 2022. Applications not sent in above format (especially those with multiple attachments) are liable to be rejected.