

ADVERTISEMENT FOR THE POSITION OF
'ADMINISTRATIVE & ASSISTANT TRAINING OFFICER (AATO)'

Indian Institute of Technology (IIT) Ropar, Defence Research and Innovation Foundation (DRIF) is a Section 8 Company established at IIT Ropar. We are seeking a detail-oriented and experienced **Administrative & Assistant Training Officer (AATO)** to manage administrative tasks and training functions for DRIF in line with regulatory standards and support overall administrative & training operations. The ideal candidate will be responsible for maintaining administrative records including training records.

Job Description:-

- Report to CEO for all administrative & training matters.
- Prepare and put up yearly training responsibilities to CEO/MD.
- Assist CEO in preparation of calendar of courses for training years by March of each preceding year.
- Coordinate correspondence with Armed Forces/ CPO Forces.
- Coordinate all meetings, events, visits and / or workshops.
- Coordinate all training courses within & outside the campus of DRIF.
- Coordinate all courses with the faculty members from IIT Ropar.
- Support training audits (internal and external) and coordinate with Armed Forces including DGR for the same.
- Maintain documentation for all courses being carried out on behalf of DRIF.
- Oversee maintenance of record of budgets by the Accounts officer.
- Oversee preparation of invoices of Projects, DGR & ARTRAC Courses etc.
- Oversee booking of taxis, rail tickets, air tickets or any other means of transportation tickets for all office bearers on directions of CEO/ MD.
- Oversee booking of accommodation and payment for the same directly by accounts officer for all office bearers on requisition and approval by CEO/ MD.
- Signing of all documents related to leave, administrative issues and disciplinary documents for the courses being conducted at DRIF.
- Coordinate course reception, accommodation and send off for all courses being conducted in campus by DRIF.
- Any other duties that may be assigned by CEO/ MD from time to time.

Required Skills & Qualifications:-

- An Ex-servicemen with experience in working in a Cat 'A'/ 'B'

establishment of the Armed Forces.

- Proficiency in computers, GeM and Govt procurement platforms.
- Strong knowledge of administration related to government institutions, personnel supervision and record management.
- Proficient in the use of a variety of computer office applications, M.S. Word, Excel, Power Point etc.
- Good communication skills with strong leadership aspects.
- Ability to work independently as well as a team under the CEO/ MD.
- Good knowledge of Defence training system.
- Candidate who has earlier worked with Armed Forces and/ or IITs will be preferred.
- Knowledge of handling VIP/ VVIP visit protocols.
- Graduation or equivalent certificate from Indian Army.
- Knowledge of handling RTI applications and other administrative rules and regulations pertaining to Armed Forces.
- Candidates having knowledge of Punjabi will be preferred.

Contract Period: Eleven (11) months, extendable by another eleven (11) months based on recommendation by CEO to MD.

Remuneration: INR between Seventy-five Thousand to Eighty-Five Thousand (Rs 75,000 to 85,000/-), depending upon the qualifications.

Age limit: Up to 58 years.

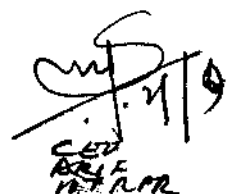
Experience Requirement: At least 5 years of relevant work experience as a senior executive.

Application Process: Post your detailed CV to MD by Registered post with subject as "Application for the position of Administrative & Assistant Training Officer (AATO)" on or before 05 Oct 2026. Postal Address is as under :-

Managing Director, IIT Ropar DRIF
Room No - 109, Shanti Swarup Bhatnagar Block (Chemistry Block)
Indian Institute of Technology Ropar,
Rupnagar-140001 (Punjab) India

An online and in-person interaction will be conducted if the candidate's CV is selected for further evaluation.

Note: Only short-listed candidates shall be called for the further recruitment process. The decision of the management for the short listing and selection will be final.



05.10.26
CEO
DRIF
IIT ROPAR