

**INDIAN INSTITUTE OF
TECHNOLOGY KANPUR****ADVERTISEMENT****Cell for Differently-abled Persons (CDAP)**

Advertisement Number: P.Rect/IP/DOAD/2024/08

Date: 19-04-2024

Applications are invited from Indian nationals for the following project Post:**Position: Project Assistant****No. of positions:** 01 (One)**Department:** Cell for Differently-abled Persons (CDAP)**Essential qualification:** Graduate (B.Sc. / B.A. / B.Com / BBA / BCA / LLB)**Consolidated Salary range:** INR 10800-900-27000**Desirable qualification:**

- Good knowledge of Office automation and hands-on experience in MS Office. Good Communication skills and teamwork. Relevant experience of 1 year.
- Experience with office protocols, working with differently abled persons (DAPs) in educational institutes, and knowledge of assistive technologies would be considered a plus point.

Job Profile: The candidate's tasks and responsibilities will include:

1. Facilitation form filling, screening, and preparation of relevant documents.
2. Assist the DAP students as per their unique needs.
3. Interact with teaching labs to assist/accommodate specific students in predetermined formats.
4. Maintain the inventory of CDAP assets of assistive devices and issue/receive them to/from students. Also, ensure that these devices are regularly maintained.
5. Follow-up calls, visits, within/outside campus
6. Telephonic responses
7. Maintain vendor payment receipts and records for services provided by CDAP to students.
8. Miscellaneous work assigned by PI.

Duration: The post is purely temporary and, on a contractual basis, will be offered for one year and renewal on satisfactory performance.**Applications Process:** All application-related self-attested documents should reach the undersigned within fifteen working days after the advertisement is uploaded on the website. Submission accepted only as hardcopy by postal service to the mailing address: **Prof. Anubha Goel, Coordinator & PI CDAP, 319 Faculty Building, Indian Institute of Technology, Kanpur 208016, UP.**

Short-listed candidates will be informed by email about the date of the interview.