

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY**  
(Deemed to be University)

**WALK – IN - INTERVIEW**

**Position: Jr. Associate (Academics)**

Walk-in-Interview shall be held for the post of Jr. Associate (Academics) for TIET.

Interview will be held as per details under:

Date: **23<sup>rd</sup> January 2018**

Time: 02:00 PM – 04:00 PM

Venue: HR Department, TIET, Patiala

**Job Specifications:**

The candidate should be a graduate in any discipline with at least 50% marks. He/ She should have a good operational knowledge in computers (specifically Word & Excel) and be very good in Communication Skills-written & verbal (more specifically English Language). He / She should be good in data management and drafting / writing letters/ email.

**Job Description:**

Candidate will be responsible for student's registrations, issuing transcripts, maintaining admission data of all programs, admission enquiry, preparations of result and grade cards. Maintaining record files of students, supporting convocation, admissions etc.