



# INDIAN COLLEGE OF PEDIATRICS

The Academic Wing of Indian Academy of Pediatrics

Address: Tower A, Third Floor 2314, The Corenthum, Sector 62, Noida, Uttar Pradesh-201301 (India)

Phone (0120) 4957910

E-mail: [office.icp@iapindia.org](mailto:office.icp@iapindia.org) Website: [icpindia.org.in](http://icpindia.org.in)



## VACANCY NOTICE

Indian College of Pediatrics (ICP) is the academic wing of Indian Academy of Pediatrics (IAP) with the objectives of ensuring standards and quality of all academic courses of IAP and its various branches/chapters. It also aims to impart online educational activities for the members of the Academy. ICP has a vacancy for a full-time post of Administrative Assistant as per following criteria:

**Name of the post: Administrative Assistant**

**Salary: 25k; Age Limit: 30 Years**

**Qualification:**

- Graduate in Life Sciences with a minimum of 55% marks
- PG Diploma in Accountancy will be an added advantage

**Experience:**

- 1–2 years in admin, project coordination, in NGO, private sector, university, or college.
- Freshers may also apply.

**Skills Required:**

- Strong communication and organizational skills
- Ability to handle confidential information with discretion
- Proficient in MS Office, Zoom, data management, and online tools

**Job Responsibilities:**

- Manage office correspondence, filing, and social media updates
- Organize events and coordinate committee meetings and calendars
- Maintain office supplies inventory
- Support research grant applications and reviews (online/offline)
- Handle file movement and other tasks assigned by the supervisor

**Note:** Submit your application (latest CV, education & experience details, and certificates) as a single PDF file to [office.icp@iapindia.org](mailto:office.icp@iapindia.org) by **18<sup>th</sup> August 2025**. Multiple files will not be accepted and may lead to rejection.



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## Application Form

Passport  
Size  
Photo

1. Name of the post applied for : \_\_\_\_\_
2. Name of the candidate in full : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Address for correspondence (Mob; Email) : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_
6. Date of birth and present age : \_\_\_\_\_
7. Education (*Related certificates/documents to be attached in a single file along with this form*):

Sr. No.	Qualification	Board / University	Year of passing	Percentage (%)

8. Details of employment (Experience letter needs to be attached):

S.No.	Post Name	Organization Name	Salary drawing/drawn	Years (From-To)	Job Responsibilities

Signature of the applicant

Date: \_\_\_\_\_