



Fondation  
**Maison de l'Inde**  
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## **CALL FOR APPLICATIONS**

**Dated : 4 November 2024**

The Fondation of Maison de l'Inde, Cité Internationale Universitaire de Paris intends to fill up vacancy of Administration Assistant cum Assistant to Director (*More information may be found at [www.maisondelinde.org](http://www.maisondelinde.org)*).

### **Administrative Assistant cum Assistant to Director:**

#### **Eligibility Criteria:**

- Indian or French Nationality with proficiency in oral and written communication in English and French (*Indian National in France should be with long term stay permit*)
- Advanced academic training/ degree preferably in universities in France
- Experience or working in higher educational/ scientific/technological establishment would be desirable
- Willing to make himself/herself available to meet residents-students as and when required

### **General Job Description:**

The employee will assume the position of administrative assistant cum Assistant to Director of the Maison de l'Inde (*the house*). S/he should be able to make himself/herself available for the following duties and responsibilities:

#### **General administrative responsibilities:**

- To assist Director in the process of admission of students within the framework of statutes and rules of CIUP and Fondation of Maison de l'Inde as well as under the authority and instructions given by the Chairman of the Fondation of Maison de l'Inde.
- To assist Director in addressing issues of the residents of all categories residing in Maison de l'Inde within the framework of statutes and rules of CIUP and Fondation of Maison de l'Inde as well as under the authority and instructions given by the Chairman of the Fondation of Maison de l'Inde.
- In general, provide administrative assistance to Director of the House on all matters relating to the smooth running of the house, and in ensuring that the academic and social stay of students-residents runs smoothly.
- To assist Director for preparing for the meetings of the Governing Board of the Fondation as per the directions of Chairman of the Fondation of the house

### **Remuneration, Leave and Other benefits:**

(i) Remunerations: Fixed gross monthly salary of euro 2100; further increase will be as per the entitlement as applicable in accordance with the legal and conventional conditions in force.

(ii) Leave: The employee shall be entitled to annual leaves as applicable in accordance with the legal and conventional conditions in force.

**How to Apply:** Candidates who satisfy the above conditions may apply for the above posts latest by **18/11/2024**. The applications along with curriculum vitae, copy of passport/ resident permit may be sent either in hard copy addressed to

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Cité Internationale Universitaire de Paris  
Fondation de la MAISON DE L'INDE  
7 (R) Bd Jourdan – 75014 PARIS  
Tél : 01.53.80.78.00 Fax : 01.53.80.79.25  
Email : [administration@maisondelinde.org](mailto:administration@maisondelinde.org)  
Web site : [www.maisondelinde.org](http://www.maisondelinde.org)



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Interim Supervisory Officer, Foundation of Maison de l'Inde, 7 (R) Bd Jourdan, CIUP – 75014 Paris, or by email at [pol1.paris@mea.gov.in](mailto:pol1.paris@mea.gov.in).

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