

**Industrial Extension Bureau (iNDEXTb)
(Government of Gujarat)**

Industrial Extension Bureau (iNDEXTb) functions as the Investment Promotion and Facilitation Agency of the Government of Gujarat. The organization plays a key role in attracting investments, supporting industrial growth, and facilitating major initiatives such as the Vibrant Gujarat Global Summit.

iNDEXTb invites online applications from dynamic, young, and qualified candidates for engagement as **EXECUTIVE ASSISTANTS (Contractual)**.

1. Educational Qualification

- First Class Bachelor's Degree from a recognized University.
- Candidates possessing a Master's Degree in MBA / Mass Communication / Law / Accountancy & Finance / Journalism or related fields will be preferred.
- Fresher are eligible to apply.

2. Age Limit

- Maximum 30 years as on the last date of application.

3. Key Skills & Competencies

- Fluency in Gujarati/Hindi and English (written and spoken).
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Strong communication, coordination, and analytical abilities.

4. Nature of Engagement & Remuneration

- Engagement will be purely on a contractual basis for 11 months.
- Fixed monthly remuneration of ₹30,000/-.
- Based on performance, the contract may be extended.
- For posting at New Delhi, an additional ₹5,000/- per month will be provided as city allowance.
- Selected candidates will have an opportunity to contribute to Vibrant Gujarat Global Summit 2027 and other key initiatives.

5. Job Posting Location

- iNDEXTb intends to engage a total of 14 (fourteen) Executive Assistants, who shall be primarily posted at the iNDEXTb Office, Gandhinagar. However, depending upon administrative and organizational requirements, they may be posted at any location within the State of Gujarat.
- Out of the total positions, one or two Executive Assistants may be posted at the iNDEXTb New Delhi Office.

6. Preference Criteria

- Candidates with degrees obtained through regular/full-time courses will be given preference.

7. Selection Process

The selection process will comprise:

- A. Written Examination
- B. Document Verification
- C. Personal Interview (if required)

Written Examination Syllabus:

- English Language and Communication
- General Knowledge & Current Affairs
- Computer Knowledge
- Logical Reasoning
- Quantitative Aptitude & Analytical Ability
- Office Administration & Coordination Skills

The date, time, and venue of the examination will be communicated via registered email only. Candidates must ensure that their email ID is valid and active.)

8. Application Procedure

- Candidates must apply online through: www.indextb.com
- Applications through any other mode will not be accepted.
- Last Date for Application: 22 Apr, 2026 (up to 23:59 hrs)

9. Document Verification

Shortlisted candidates will be required to produce original documents along with one set of self-attested copies, including:

- Aadhaar Card
- Proof of Date of Birth (Birth Certificate / SSC Certificate)
- 12th Marksheet
- Graduation / Post-Graduation Marksheets
- Degree Certificates
- Experience Certificates (if applicable)

(Failure to produce the required documents will result in disqualification.)

10. General Instructions

- The engagement is purely contractual and shall not confer any right to permanent employment.

- iNDEXTb reserves the right to modify, cancel, or amend the recruitment/selection process at any stage without prior notice.
- Any form of canvassing or influence will lead to disqualification.
- Incomplete or incorrect applications are liable to be rejected.
- The decision of iNDEXTb shall be final and binding in all matters related to recruitment.
- Candidates must ensure that all information provided is accurate and verifiable.
- Any discrepancy at any stage will lead to cancellation of candidature.

11. Communication with Candidates

All communication regarding the recruitment process shall be made **only through the email ID provided by the candidate in the online application form.**

Candidates are advised to ensure that their email ID is **valid and active**, and to **check their email regularly** for updates related to the recruitment process. iNDEXTb shall not be responsible for any non-receipt of communication due to incorrect or inactive email IDs.