

INDIAISLAMIC CULTURAL CENTRE, NEW DELHI

REQUIRES STAFF

Applications are invited from suitable candidates for the following positions:

S. No.	Posts	No of posts	Qualification	Experience
1	Electrician	01	ITI (Electrician)	Minimum 3 years in relevant field
2	Fire Fighting Operator	01	Fire Fighting General Course/Diploma in Safety Management	Minimum 3 years in fire safety & management. Retd Personnel may also apply
3	Helper cum AC Technician	01	ITI (Air condition or HVAC)	3 years' experience
4	HR Executive	01	BBA/Graduate with course on HR	Responsibilities: Overseeing the entire hiring process, from posting jobs and screening candidates to conducting interviews and facilitating the on boarding of new employees. • Implementing, and monitoring HR policies and procedures, and ensuring the organization complies with labour always and regulations. • Maintaining accurate HR records and data, including employee information, attendance and leave records. • Strong ability to communicate effectively with employees • Handling employee grievances • Administering payroll processing and managing employee benefits programs and procedures etc. • 2 years' experience
5	Front Office Executive	01	Graduate/Degree/diploma in Tourism of Hospitality Management	• Responsibilities: • Greet and assist members, guests, and visitors courteously • Handle calls, messages, and inquiries • Maintain visitor records and manage front desk operations • Requirements: • Pleasant personality with excellent communication skills in English & Hindi • Proficiency in Ms Office and computer operations • Prior experience in front office/reception preferred

6	Steward	04	10 th / Diploma in F&B	Prior experience in F&B service preferred
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Interested candidates may send their detailed resume along with copies of educational qualifications, experience certificates and 2 recent passport size photographs within 07 days from the date of publication of this advertisement.

The Management reserves the right to accept or reject any application without assigning any reason.

Shahana Begum
Secretary
Email: hr@iiccentre.com
Last Date: 25th July 2026