



IRD Unit
Indian Institute of Technology Delhi
 Hauz Khas, New Delhi 110016
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FORM NO. IRD/REC-2

PROJECT APPOINTMENTS UNDER VARIOUS IRD PROJECTS

(These appointments are advertised externally for a period of more than 3 months and renewable every year up to the duration of the project or a maximum period of 5 years, whichever is earlier.)

Title & Code of the Project:	
Name of the PI/CI:	
Department/Centre:	
Funding Agency:	
Completion Date of the Project:	
Type of Selection Proposed: <i>Option I (Walk-in test/interviews):where response from any limited no. of candidates is expected in the relevant area.</i> <i>Option II (Shortlisting followed by Test and/or Interview):where a large no. of applications are expected to apply for the advertised post.</i>	Please tick one option: Option I: Walk-in test / Interview <input type="checkbox"/> Option II: Shortlisting followed by Test and/or Interview <input type="checkbox"/>
e-mail address of PI/CI where candidate may contact for verifying suitability of their candidature.	

Details of Posts for which the release of advertisement is proposed (please attach additional sheet if required):

Name and No. of posts to be released	Consolidated Pay Slab	Qualifications and Experience to be advertised (Should not be below the minimum as prescribed by IRD and in case of JRF/SRF/RA as per funding agency norms)

Whether post may be downgraded if suitable candidate for the advertised post is not found. Yes No

(PI. note selection committee cannot interview candidate with lower qualification even for selection on downgraded post).

Address for receiving applications [Applicable only for selections under Option II]: **[Please tick any one option]**

To be received in IRD Unit

To be received by PI/CI By Post:

Address:

By Email: Email Address: _____

Signature of PI/CI with Date

Mobile: _____ EPABX: _____

E-mail: _____

IMPORTANT NOTE:

IN CASE OF OPTION-I (WALK-IN INTERVIEWS) THE COMPOSITION AND SCHEDULE OF SELECTION COMMITTEE IN IRD FORM NO. IRD/REC-3 IS ALSO TO BE SENT ALONGWITH THIS REQUEST.

IN CASE OF OPTION II (SHORTLISTING FOLLOWED BY TEST AND / OR INTERVIEW), IRD FORM IRD /REC-3 IS TO BE SENT AFTER SHORTLISTING HAS BEEN COMPLETED. CANDIDATES SHOULD BE INFORMED BY PI ABOUT THE INTERVIEW SIMULTANEOUSLY BY GIVING ATLEAST 15 DAYS TIME FROM THE DATE OF DISPATCH OF LETTERS/EMAILS

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1. Duration / Expected Date of Completion of the Project: _____

2. Availability of Vacant Posts: _____

Action Taken /Remarks:

Advertisement No. and Date of Release: _____

Dealing Assistant (IRD)