

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली

**Industrial Research & Development Unit**

औद्योगिक अनुसंधान एवं विकास इकाई

हौज खास, नई दिल्ली -110016

**No. IITD/IRD/MI01849G/80256****Dated:01/03/2019****Advertisement No.: IITD/IRD/046/2019**

Candidates of Indian nationality are invited to appear for the **Walk-in test / interview** for project appointments under the following project. Appointment shall be on contractual basis on consolidated pay renewable yearly or upto the duration of the project, whichever is earlier. निम्नलिखित परियोजना के तहत परियोजना की नियुक्तियों के लिए भारतीय राष्ट्रीयता के उम्मीदवारों को वॉक-इन परीक्षा/साक्षात्कार के लिए उपस्थित होने के लिए आमंत्रित किया जाता है। अपॉइंटमेंट वार्षिक आधार पर या परियोजना की अवधि तक समेकित वेतन पर संविदात्मक आधार पर जो भी पहले हो, होगा.

Title of the Project	Institute Ethics Committee (IITD) (MI01849G)	
Funding Agency	IRD Unit, IIT DELHI	
Name of the Project Investigator	Prof. Ravi Krishnan Elangovan	
Deptt./Centre	Department of Biochemical Engineering & Biotechnology (DBEB)	
Duration of the Project	Upto: 30/11/2020	
Post (s)	Consolidated Pay-slab / Fellowship	Qualifications
Jr. Project Assistant (Admin) (1)	Rs.21,700-23,200-24,700-26,700-28,700-30,700/- p.m. (consolidated)	Graduate Degree / Diploma (three years). Knowledge of Office Procedures, noting, drafting etc., and dealing with correspondence. Should have one year experience in one or more of the following: a) Estt. & Admin. matters, b) Maintenance of Accounts, priced stores ledgers, processing of bills, c) Purchase of stores & purchase procedure, d) work connected with meetings, conference, co-ordination, e) Admissions & conduct of examinations, f) Knowledge of computers.
Walk In Test / Date of Interview	Time of Interview	Venue
25/03/2019	03.00 p.m.	Committee Room No. 230, Block-1, Department of Biochemical Engineering & Biotechnology, IIT DELHI, Hauz Khas, New Delhi-110016

The candidates who fulfill the above qualifications/experience should appear for the interview. Kindly bring your formal application on Form No. IRD/REC-4, which can be downloaded from IRD Website (<http://ird.iitd.ac.in/rec>) through proper channel along with complete information regarding educational qualifications indicating percentage of marks of each examination passed, details of work experience and a recent passport size photograph, along with original certificates (both academic & professional) for verification on the date of interview. No candidate, who is already employed at the Institute / IRD shall be interviewed unless his/her application has been duly forwarded by their concerned establishment/sections. 5% relaxation of marks may be granted to the SC/ST Candidates. In case of selection of a retired/superannuated government employee, his/her salary will be fixed as per prevailing IRD norms. अनुसूचित जाति / अनुसूचित जनजाति के उम्मीदवारों को अंकों की 5% छूट दी जा सकती है. एक सेवानिवृत्त सरकारी कर्मचारी के चयन के मामले में उसका वेतन वर्तमान आईआरडी मानदंडों के अनुसार तय किया जाएगा।

In case any clarification is required on eligibility regarding the above post, the candidate **may contact Prof. Ravi Krishnan Elangovan at his e-mail id: elangovan@iitd.ac.in**

(वीरेंद्र कुमार वशिष्ठ)  
सहायक कुल्सचिव, आईआरडी

**वितरण**

- Head of the Deptt./Centres/Units : It is requested that the contents of the above Advt. be brought to the notice of the staff working in your Deptt./Centre/Unit
- Webmaster, IRD : To put advertisement at IITD website.
- Notice Boards
- Advertisement file
- Prof. Ravi Krishnan Elangovan, PI, DBEB
- Copy to Chairperson, DRC/CRC