

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली
हौज खास, नई दिल्ली -110016
(औद्योगिक अनुसंधान एवं विकास इकाई)
INDIAN INSTITUTE OF TECHNOLOGY DELHI
Hauz Khas, New Delhi-110016
(Industrial Research & Development Unit)

No. IITD/IRD/MI00193G229054

Dated: 16/03/2020

Advertisement No.: IITD/IRD/066/2020

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 राष्ट्रियता 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	Record for Staff hired by IRD to work under QIP (MI00193G)	
Funding Agency	IIT Delhi	
Name of the Project Investigator	Prof. Mahim Sagar	
Deptt./Centre	Department of Management Studies	
Duration of the Project	Upto:31/03/2021	
Post (s)	Consolidated Pay-slab	Qualifications
Project Assistant (Admin) (1)	Rs.29,200-31,200-33,200-35,800-38,400-41,000/- p.m. plus HRA @ 24%	Graduate / Postgraduate preferably in Engineering. Atleast 3 years' experience in a Govt. office or in educational Institution or reputed. Key job requirements: 1. Generating leads of corporates requiring training, New Business Development and cross-selling of programmes 2. Job requires frequent visits to Government organizations / PSUs / corporates. 3. Seek out the appropriate contact in an organization 4. Identify new business opportunities -including new markets, growth areas, trends, customers, products and services 5. Maintaining key relations and growing the business from existing accounts 6. Building strong interpersonal relationships with key client decision makers (middle/senior management) 7. Making effective presentations based on identified needs of the prospective clients and handling negotiations effectively 8. Good Communication skills, Experience in providing customer service support, Strong client-facing and communication skills, advanced troubleshooting and multi-tasking skills, Customer service orientation.
Walk In Test / Date of Interview	Time of Interview	Venue
17/04/2020	11.00 a.m.	QIP-CEP Office, First Floor, Wing 'B", Vishwakarma Bhawan, 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. Mahim Sagar at email id: qipiitd@admin.iitd.ac.in**

सहायक कुलसचिव, 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. Mahim Sagar, PI, Department of Management Studies
- Copy to Chairperson, DRC/CRC
- Dr. Harshita Bhatnagar, RD Coordinator, (R&D) Wing