

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/MI00193/98814

Dated:15/04/2019

Advertisement No.: IITD/IRD/075/2019

Applications from Indian nationals are invited for Project Appointment under the following project. Appointment shall be on purely contract basis for the Continuing Education Programme with consolidated pay, renewable yearly subject to performance or upto the duration of the project, whichever is earlier. This position will be responsible for the marketing effort for CEP. निम्नलिखित परियोजना के तहत भारतीय नागरिकों से आवेदन आमंत्रित किए जाते हैं। अपॉइंटमेंट, अनुबंधित आधार पर समेकित वेतन, नवीकरणीय वार्षिक या परियोजना की अवधि तक, जो भी पहले हो, के साथ होगा.

Title of the Project	Record for staff hired by IRD to work under QIP (MI00193)	
Funding Agency	IIT Delhi	
Name of the Project Investigator	Prof. Mahim Sagar, PI	
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%	<p>EQ: Graduate / Postgraduate preferably in Commerce of Business Management. Atleast 2 year's experience in a Govt. office or in educational Institution or in Business organization of repute.</p> <p>Desirable: (i) An MBA/PGDM preferably in Marketing or equivalent (ii) Postgraduate degree & (ii) Experience in Direct / B2B markets.</p> <p>Key requirements:</p> <ol style="list-style-type: none"> 1) Generating leads of corporates requiring training, New Business Development and cross-selling of programmes 2) Seek out the appropriate contact in an organisation. 3) Identify new business opportunities – including new markets, growth areas, trends, customers, products and services 4) Maintaining key relations and growing the business from existing accounts. 5) Building strong interpersonal relationships with key client decision makers (middle / senior management) 6) Making effective presentations based on identified needs of the prospective clients and handling negotiations effectively 7) Good communication skills, experience in providing customer service support, strong client – facing and communicatin skills, advanced troubleshooting and multi-tasking skills, customer service orientation.

The post may be downgraded as per discretion of the Selection Committee if none of the candidate is found suitable for the post.

The candidates who are interested to apply for the above post should download **Form No. IRD/REC-4** from the IRD Website (<http://ird.iitd.ac.in/rec>) of IIT Delhi and submit the duly filled form with complete information regarding educational qualifications indicating percentage of marks/division, details of work experience etc. **by e-mail to: hodqipcep@admin.iitd.ac.in**

IIT Delhi reserves the right to fix higher criteria for short-listing of eligible candidates from those satisfying advertised qualification and requirement of the project post and their name will be displayed on web link (<http://ird.iitd.ac.in/shortlisted>) alongwith the interview details. Only short-listed candidates will be informed. 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।

The last date for submitting the completed applications by e-mail is 30/04/2019 by 5.00 p.m. The shortlisted candidates who are called for interview should bring original certificates (both professional and academic) with a recent passport size photograph at the time of interview.

(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. Mahim Sagar, PI, Deptt. of Management Studies
Copy to Chairperson, DRC