

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit
Hauz Khas, New Delhi -110016

Tel.:011-26597534

No. IITD/IRD/MI01346/72288

Date: 01/08/2017

Advertisement No.: IITD/IRD/128/2017

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.

Title of the Project	MI for a Newly Created Funds of Department of Management Studies (MI01346)	
Funding Agency	IIT Delhi	
Name of the Project Investigator	Prof. M.P. Gupta	
Deptt./Centre	Department of Management Studies	
Duration of the Project	Upto:21/08/2036	
Post (s)	Consolidated Pay-slab	Qualifications
Sr. Project Assistant (Admn) (2)	Rs.25,000-27,500-30,000-32,500-35,000-37,500-40,000/- p.m. plus HRA @ 20%	Graduate Degree in Commerce or Business Management. At least 5 years work experience in the office administration and / or adequate experience of supervisory work in an organization of repute. Excellent written / spoken communication and coordination skills. Excellent MS Office and Office Automation tool usage skills. Experience of working with educational Institution is an advantage.
Walk In Test / Date of Interview	Time of Interview	Venue
17/08/2017	09.30 a.m.	Committee Room, Department of Management Studies, Vishwarkarma Bhavan, Indian Institute of Technology 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.

In case any clarification is required on eligibility regarding the above post, the candidate **may contact Prof. M.P. Gupta at his e-mail id: mpgupta@iitd.ac.in**

(V.K. Vashistha)
A.R., IRD

Distribution

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- Webmaster, IRD : To put advertisement at IITD website.
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- Advertisement file
- Prof. M.P. Gupta, PI, Department of Management Studies
- Copy to Chairperson, DRC/CRC