

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

No. IITD/IRD/MI00310/ 6578

Dated : 7 /8/2012

Advertisement No.IITD/IRD/211/2012

Applications are invited from Indian citizens for **temporary contractual appointment** under the project. Appointments shall be on yearly contractual basis on consolidated pay slab.

Project Entitled		INDEST Consortium (MI00310)
Name of the Funding Agency		AICTE
Post	Consolidated Pay Slab	Qualifications
Sr. Project Assistant (Admin)	Rs. 25,000-27,500-30,000-32,500-35,000-37,500-40,000/- per month + HRA @ 20% (as per rules)	Essential : Graduate Degree in Arts/Science/Commerce. At least 5 years relevant work experience in the actual conduct of meetings/examinations and/or adequate experience of supervisory work as Jr. Superintendent level in a Govt. Office or in an educational Institution or a business organization of repute . Desirable : M.Com + Knowledge of accounting software, knowledge of office procedures, rules and regulations generally operative in Govt. office or in educational institutions including experience in handling work in connection with meetings & conferences. Working knowledge of computer

The candidates who are interested to apply for the above post should send their applications with complete information regarding educational qualifications indicating percentage of marks/division, details of working experience and a recent passport size photograph along with an **application fee of Rs. 50/- (non-refundable) in the form of a Bank Draft drawn preferably on State Bank of India in favor of Dean(IRD), IIT Delhi** addressed to the **Assistant Registrar, IRD, Indian Institute of Technology (IIT) Delhi, Hauz Khas, New Delhi - 110016**. IIT Delhi reserves the right to fix suitable criteria for short-listing of eligible candidates satisfying advertised qualification and requirement of the project post. Only short-listed candidates will accordingly be informed. The last date for receipt of duly completed applications will be 15 days from the date of issue of this Advertisement. **The Advertisement No. & post applied for must be mentioned on the left side of the application.** 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.


(V.K. Vashistha)
Assistant Registrar (IRD)

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