

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली

**Industrial Research & Development Unit**

औद्योगिक अनुसंधान एवं विकास इकाई

हौज खास, नई दिल्ली -110016

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**No. IITD/IRD/MI00855/29540****Date 18/10/2018****Advertisement No.: IITD/IRD/223/2018**

Applications from Indian nationals are invited for Project Appointment under the following project. Appointment shall be on contractual basis with consolidated pay, renewable yearly or upto the duration of the project, whichever is earlier. 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	Setting up of an office for the IITs Council Secretariat (MI00855)	
Funding Agency	Industrial Research & Development Unit, IIT Delhi	
Name of the Project Investigator	Prof. Ashok Gupta, PI & Dy. Director (O)	
Deptt./Centre	Department of Civil Engineering	
Duration of the project	Upto: 31/03/2021	
Post (s)	Consolidated Pay	Qualifications
Jr. Project Assistant (Admin) (2)	Rs.21,700-23,200-24,700-26,700-28,700-30,700/- p.m. plus HRA @ 24%	Graduate Degree. Knowledge of office procedures, noting, drafting etc. and dealing with correspondence. Should have three years 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.

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 with advertisement No. on the subject line to Sh. V.K. Wadhwa at his email id: [vkwadhw@ird.iitd.ac.in](mailto:vkwadhw@ird.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. In case any clarification is required on eligibility regarding the above post, the candidate may contact Sh. V.K. Wadhwa at his email id: [vkwadhw@ird.iitd.ac.in](mailto:vkwadhw@ird.iitd.ac.in)

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। **The last date for submitting the completed applications by e-mail is 02/11/2018 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

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- Webmaster, IRD : To put advertisement at IITD website.
- Notice Boards
- Advertisement file
- Prof. Ashok Gupta, PI & DD(O)
- Sh. V.K. Wadhwa, Project Officer (MI00855)  
IIT Council Secretariat