

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit
Hauz Khas, New Delhi -110016
Tel.:011-26597534

No. IITD/IRD/M-37/121838

Dated:28/12/2017

Advertisement No.: IITD/IRD/230/2017

Candidates of Indian Nationality are invited to appear for the **Walk-in Test/ Interview** for contractual appointment for the post of Project Assistant (Front Office Officer) at reception of the Institute for an initial period for six months under the control of Director's office / IRD Unit (MI00001) as per details mentioned below:

Post	Consolidated Fellowship	Qualifications
Project Assistant	Rs.23,500-25,850-28,000-30,550-32,900-35,250-37,600/- per month plus HRA @ 20%	Graduate Degree in any discipline with 60% marks with good fluency in spoken English and IT proficiency and minimum four years of working experience in the management of Front Office, The job responsibilities should comprise of telephone handling, Institute bookings (Board Room, Senate Room, Seminar Hall, Dogra Hall). Management of display units and foyer and any other job assigned by the office of the Director.
Date of Interview	Time of written test / Interview	Venue
19/01/2018	10.00 A.M → for on-line test of English language (Those who qualify written test will be eligible for final interview) 02.30 p.m. – Interview →	Computer Service Centre, IIT Delhi (Candidates are advised to be present at CSC by 09.50 a.m.) No candidate will be permitted for written examination after 10.00 a.m. Committee Room, Department of Textile Technology, 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.

In case any clarification is required on eligibility regarding the above post, the candidate **may contact the undersigned at e-mail id: arird@admin.iitd.ac.in**

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

Distribution

- 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
- Dy. Registrar (Director's Office)

Copy to: Dean (R&D)