

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

No.: IITD/IRD/MI00680/

3816

6.
Dt.: /05/2013

Advertisement No.: IITD/IRD/28/2013

Applications are invited from Indian citizens for contractual appointment under projects. Appointments shall be on yearly contractual basis on consolidated Pay Slabs.

Title of Projects	MI to operate DDF for C.S.E. Deptt. (MI00680)	
	Duration of the Project: 14/06/2014	
Post	Consolidated Pay Slab	Qualifications
Jr. Project Assistant	Rs.14,000-22,400/- per month plus HRA @ 20% (as per rules)	Graduate Degree with 03 years of working experience of office management, noting, drafting etc. and dealing with correspondence. Diploma (03 years duration) in Computer Application will be preferred.
Project Attendant	Rs.10,500-16,500/- per month plus HRA @ 20% (as per rules)	10 th class with five years experience. Preference will be given to the candidates having good knowledge of office automation, file management, internet and Computers.
If no candidate found suitable for the above mentioned post, the candidates will be considered for the post of Jr. Project Attendant (Admin.)		
Jr. Project Attendant (Admin.)	Rs.7,000-11,200/- per month plus HRA @ 20% (as per rules)	10 th class pass preference will be given to the candidates having good knowledge of office automation, file management, internet and computers.

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 work experience and a recent passport size photograph along with an **application fee (non-refundable) of Rs.50/- for the posts 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.


(K K Bhattacharjee)
Deputy Registrar

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