

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

No. IITD/RD/MI01832/43542

Dated:30/11/2018

**Advertisement Notice**

Industrial Research and Development Unit of IIT Delhi is setting-up a Research & Development Wing for enhancing R&D activities of the Institute, contacting the funding agencies and act as interface between Project Investigators at IIT Delhi and Funding Agencies in terms of Project submission, Initiations, submission of SoE/UC and closure of the projects. The Research & Development Wing will work as project of IRD.

Applications are invited from eligible candidates for the following post(s) under Research & Development Wing of IRD Unit. The appointment shall be on short term / contract basis:-

| Post (s)                             | Salary                               | Qualifications  |
|--------------------------------------|--------------------------------------|---|
| Project Administrative Assistant (3) | Rs.16,000/- per month approximately. | Graduate degree with 55% marks. Knowledge of routine office work and computer knowledge as MS Office, MS Excell, MS Powerpoint, Tally, e-mail etc. Candidates having working experience preferably in research projects will be given preference. |
| Attendant (2)                        | Rs.14,000/- per month approximately. | 12 <sup>th</sup> class passed (10+2). Candidates having previous experience will be preferred.  |

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. and self-attested copies of the educational and experience certificates in a sealed cover to the Assistant Registrar (IRD), IRD Unit, IIT Delhi, Hauz Khas, New Delhi-110016. The Complete applications should reach the IRD Unit latest by 7<sup>th</sup> December, 2018. The post applied for must be mentioned on the left side of the application. Only shortlisted candidates will be informed for walk-in-interview. The candidates should bring original certificates (both professional and academic) with a recent passport size photograph at the time of interview.

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

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