इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली
हौज खास, नई दिल्ली -110016
(औद्योगिक अनुसंधान एवं विकास इकाई)
INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit
Hauz Khas, New Delhi -110016

No. IITD/IRD/MI01346/ 560517 **Dated:06/11/2026**

Advertisement No.: IITD/IRD/316/2026

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	MI created for a Newely Created funds of Deptt. of Management Studies (MI01346)	
Funding Agency	IIT Delhi	
Name of the Project Investigator / Contact Point	Prof. P. Vigneswara Ilavarasan [email ID:rec.dmsstaff@gmail.com]	
Deptt/.Centre	Department of Management Studies	
Duration of the Project	Upto:21/08/2036	
Post (s)	Consolidated fellowship / Pay-slab	Qualifications
Project Assistant (Admin) (01)	Rs. 39,420 - 40,600 - 41,820 - 43,070 - 44,360 - 45,690 - 47,060 - 48,470 - 49,920 - 51,420/-p.m. plus HRA @ 30%	**Essential Qualification and Experience** **Educational Qualification:** Master's Degree in any discipline with First Class from a recognised University/Institution. **Experience:** Minimum 08 years of relevant experience in administrative and management-related activities, preferably in an IIT, Institution of Higher Education, University, or other reputed educational institution. **Skills and Competencies:** - Excellent written and verbal communication and interpersonal skills. - Proficiency in MS Office, particularly MS Word and Excel. - Experience in office administration, management, and administrative coordination. - Ability to handle official correspondence, maintain records, prepare reports, and coordinate institutional activities. - Good public relations and liaisoning skills. **Desirable Profile:** Candidates with substantial experience in administrative and management functions in an institution of higher education, particularly an IIT or equivalent institution, will be preferred. The candidate should possess excellent organisational, coordination, communication, and public relations skills, along with the ability to independently handle multiple administrative responsibilities efficiently.

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. **at email ID:rec.dmsstaff@gmail.com**

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 offline interview details. Only short-listed candidates will be informed for offline interview. **In case any clarification is required on eligibility regarding the above posts, the candidates may contact at the contact points as stated above at email id: rec.dmsstaff@gmail.com instead of Prof. P. Vigneswara Ilavarasan, PI of the project.**

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. **The last date for submitting the completed applications by email is 23/11/2026 by 5.00 p.m.** अनुसूचित जाति / अनुसूचित जनजाति के उम्मीदवारों को अंकों की 5% छूट दी जा सकती है. एक सेवानिवृत्त सरकारी कर्मचारी के चयन के मामले में उसका वेतन वर्तमान आईआरडी मानदंडों के अनुसार तय किया जाएगा।

Deputy Registrar (IRD Estt.)

Distribution

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- Webmaster, IRD : To put advertisement at IITD website.
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- Prof. P. Vigneswara Ilavarasan, PI, Department of Management Studies
- Copy to Chairperson, DRC/CRC