

Indian Institute of Technology Delhi  
(Industrial Research and Development Unit)

No. IITD/IRD/M-172/२९९९७२

Dated: 08.09.2020

Circular

**Subject:** Proposal to hire manpower under Department Development Funds / Centre Development Funds/ School Development Funds to support New Faculty – reg.

In view of current hiring and to facilitate newly joined faculty members, it has been approved by the Competent Authority that concerned Head of the Department / Centre and Schools can hire one experienced and administrative manpower as Project Administrative Assistant (PAA). This PAA shall be assigned to assist new faculty members (upto 2 years of joining) in their project preparation, submission and follow-up work. The PAA shall be hired from outsource agency, with approval of IRD Unit as per present practice/norms. The salary on account of above shall be met from the funds of DDF/CDF/SDF. In those cases, where the Department / Centres and Schools do not have sufficient funds to meet the salary, the existing PAA allocated by IRD with HOD/Centre/School may be utilized by the newly joined faculty members.

This is for information to all concerned.

Asstt. Registrar(IRD)

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|----|---------------------------------------|---|
| 1  | All Heads of Deptts./ Centres/Schools | With the request to kindly submit the request for allocation of PAA alongwith list of newly joined faculty members through IRIS |
| 2  | J.R. (IRD) Accounts                   | For information and needful as approved vide Attachment   |
| 3. | Secy. to Dean (R&D) :                 | for email to all faculty members  |
| 4. | IRIS Administrator :                  | to upload the circular on IRIS website  |

CC:

- (1) J.R. to Director
- (2) Secy. to Dean (R&D)
- (3) Secy. to Assoc. Dean (R&D)