

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

Tel.:011-26597534/26591799/26591787

No. IITD/IRD/MI00310/ 953

Dated: 5/2/14

Advertisement No.: IITD/IRD/27/2014

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.

Title of the Project	INDEST Consortium (MI00310)	
Funding Agency	Ministry of Human Resource Development (MHRD)	
Name of the Project Investigator	Prof. B. D. Gupta	
Dett./Centre	Central Library	
Duration of the project	31/12/2017	
Post(s)	Consolidated Pay-slab	Qualifications
Sr. Project Assistant (Admin.)	Rs.25,000-40,000/- per month plus HRA @ 20%	Graduate degree in Arts/ Science/ Commerce. At Least 05 years relevant work experience in the actual conduct of meetings/ examinations and / or adequate experience of supervisory work as Jr. Superintendent level in a Govt. office or in educational Institutions or in business organization of repute. Desirable: Post-graduate degree in Arts/ Science/ Commerce or Business Management with at least 55% marks. Knowledge of office procedures, rules and regulations, generally operative in Govt. office or in educational Institutions including experience in handling work in connection with meetings & conferences. Working knowledge of computer.
Project Assistant	Rs.23,500-37,600/- per month plus HRA @ 20%	Graduate degree with 04 years relevant work experience. Desirable: Post-graduate degree in Arts/ Science/ Commerce or Business Management with at least 55% marks. Working knowledge of computer.
Jr. Project Assistant	Rs.14,000-22,400/- per month plus HRA @ 20%	Graduate in any stream with 01 year relevant work experience. Desirable: Working knowledge of computer.
Project Attendant	Rs.10,500-16,500/- per month plus HRA @ 20%	10 th passed with 05 years relevant work experience. Desirable: Working Knowledge of computer.

The post(s) may be downgraded as per discretion of the Selection Committee if none of the candidates is found suitable for the post(s).



The candidates who are interested to apply for the above post download Form No.-IRD/REC-4 from the IRD Website (http://ird.iitd.ac.in/rec_stud_assistantship) of IIT Delhi and submit duly filled form with complete information regarding educational qualifications indicating percentage of marks/division, details of work experience etc. **by post to The Assistant Registrar, IRD Unit, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016. The advertisement No. & post applied must be mentioned on the left side of the application.**

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>) alongwith the interview details. Only short-listed candidates will be informed. In case any clarification is required on eligibility regarding the above post (s), **the candidate may contact Prof./Dr. B. D. Gupta at his e-mail id: neerajkc@library.iitd.ac.in.**

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 receipt of duly completed applications by e-mail is 20/02/2014 by 5 pm. The shortlisted candidates who are called for interview 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)

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
- Prof./Dr. B D Gupta (PI), Central Library