Applications from Indian nationals are invited for Project Appointment under the following project. Appointment shall be on contractual basis with consolidated pay subject to periodic performance review, and renewable yearly or upto the duration of the project, whichever is earlier. 

**Project Details:**

<table>
<thead>
<tr>
<th>Title of the Project</th>
<th>MI created for a Newly Created funds of Deptt. of Management Studies (MI01346)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Agency</td>
<td>IIT Delhi</td>
</tr>
<tr>
<td>Name of the Project</td>
<td>Prof. Mahim Sagar [email: <a href="mailto:rec.dmsstaff@gmail.com">rec.dmsstaff@gmail.com</a>]</td>
</tr>
<tr>
<td>Deptt/ Centre</td>
<td>Department of Management Studies</td>
</tr>
<tr>
<td>Duration of the Project</td>
<td>Upto 21/08/2036</td>
</tr>
<tr>
<td>Post (s)</td>
<td>Sr. Project Assistant (Admin) (01)</td>
</tr>
</tbody>
</table>

**Sr. Project Assistant (Admin) (01)**

- **Consolidated fellowshipPAY-slab**
  - Rs.35,400-37,900-40,400-43,600-46,800-50,000/- p.m plus HRA @ 27%

**Qualifications**

- **Graduate Degree in Arts/ Science/ Commerce or Business Management.** At least 5 years’ experience in the actual conduct of meetings/examinations and/or adequate experience of supervisory work at Jr. Superintendent level in a Govt. office or in educational Institution or in business organization of repute. Desirable: Knowledge of Office Procedures, rules & regulations generally operative in Govt. office or in Educational Institutions including experience in handling work in connection with meetings & conferences. Working knowledge of computer. In case of Accounts/Audit/Cash: Graduate of a recognized University. Sufficient knowledge of fundamental & Supp. Rules, Account Code, G.F. Rules, Rules of Central Govt. Has passed an accounting exam such as subordinates accounts service, costing, etc.

**Desirable:** Graduate with Experience in legal cases and the social organisations. Skilled in legal research and managing office operations. Possessing strong organisational skills, adept at multitasking and prioritizing tasks effectively. Proficient in utilizing various tasks effectively, MS office and ensuring smooth workflow. Demonstrated ability to work in high pressure environments, coupled with excellent interpersonal & decision-making skills. Known for resourceful problem-solving skills and strategic thinker. Committed to upholding the highest standards of professionalism and contributing to the success of the organization.

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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](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. to email with advertisement No. on the subject line to prof. mahim Sagar 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](http://ird.iitd.ac.in/shortlisted) along with the online interview details. Only short-listed candidates will be informed for online interview. In case any clarification is required on eligibility regarding the above post, the candidate may contact Prof. Mahim Sagar at email id: rec.dmsstaff@gmail.com
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. 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। The last date for submitting the completed applications by email is 11/03/2024 by 5.00 p.m.

वितरण
- 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. Mahim Sagar, PI, Department of Management Studies
- Copy to Chairperson, DRC/CRC