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**
Delhi Cluster: Delhi Research Implementation and Innovation (DRIIV) (MI02263G)

**Funding Agency**
Office of the Principal Scientific Adviser, GoI

**Name of the Project Investigator**
Prof. V. Ramgopal Rao
[email ID: driiv.delhicluster@gmail.com]

**Deptt./Centre**
Office of the Director

**Duration of the Project**
Upto: 06/12/2023

<table>
<thead>
<tr>
<th>Post(s)</th>
<th>Consolidated Pay-slab / Fellowship</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Administrative Assistant (Tech) (01)</td>
<td>Rs.50,000/-p.m. (consolidated)</td>
<td>EQ: Post Graduate in Science/ Engineering with a minimum of five years experience in handling research projects in science and technology with proficiency in graphic designing for creating newsletters, website updates and social media posts. DESIRABLE: The candidate should be well-versed in a) MS office, Excel and power point b) Data extraction, database creation and maintenance c) Knowledge of Adobe Photoshop, Illustrator and d) Excellent written and oral communication skills in English</td>
</tr>
</tbody>
</table>

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. by e-mail with advertisement No. on the subject line at email id: driiv.delhicluster@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] 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 DRIIV OFFICE at e-mail id: driiv.delhicluster@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. 

The last date for submitting the completed applications by e-mail is 13/09/2021 by 5.00 p.m.

सहायक कुलसंचालिक, आईआरडी