

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

No. IITD/IRD/MI02263G/348497

Dated: 31/08/2021

**Advertisement No.: IITD/IRD/156/2021**

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	<b>Delhi Cluster: Delhi Research Implementation and Innovation (DRIIV) (MI02263G)</b>	
Funding Agency	Office of the Principal Scientific Adviser, Gol	
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	
Post (s)	Consolidated Pay-slab / Fellowship	Qualifications
Administrative Assistant (Tech) (01)	Rs.50,000/-p.m. (consolidated)	<b>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.</b> <b>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</b>

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>) **alongwith 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. 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 e-mail is 13/09/2021 by 5.00 p.m.**

  
सहायक कुल्लचिव, आईआरडी

**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. V. Ramgopal Rao, PI, Office of the Director
- Prof. Ashok Kumar Ganguli, Co- PI, Department of Chemistry
- Copy to Chairperson, DRC/CRC
- Dr. Harshita Bhatnagar, RD Coordinator, (R&D) Wing

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