

**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/RP03782F/

197546

Dated:05/09/2023

**Advertisement No.: IITD/IRD/175/2023**

Candidates of Indian nationality are invited to appear for the **Walk-in test / interview** for project appointments under the following project. Appointment shall be on contractual basis on consolidated pay renewable yearly or upto the duration of the project, whichever is earlier. निम्नलिखित परियोजना के तहत परियोजना की नियुक्तियों के लिए भारतीय राष्ट्रियता के उम्मीदवारों को वॉक-इन परीक्षा/साक्षात्कार के लिए उपस्थित होने के लिए आमंत्रित किया जाता है। अपॉइंटमेंट वार्षिक आधार पर या परियोजना की अवधि तक समेकित वेतन पर संविदात्मक आधार पर जो भी पहले हो, होगा. **The tenure of the appointment would be on 6 months contract and could be renewed or cancelled based on performance**

Title of the Project	UQ-IITD Academy of Research: UQ Contributions (RP03782F)	
Funding Agency	University of Queensland	
Name of the Project Investigator	Prof. (Ms.) Neetu Singh [email ID:pica@admin.iitd.ac.in]	
Deptt./Centre	Centre for Biomedical Engineering (CBME)	
Duration of the Project	Upto:31/12/2026	
Post (s)	Consolidated Pay-slab	Qualifications
Sr. Project Assistant (Admin) (1)	Rs.35,400-37,900-40,400-43,600-46,800-50,000/- p.m. plus HRA @ 24%	<b>EQ;</b> Graduate with 10 years of experience in corporate setup. <b>Desirable:</b> The candidate should have (a) Knowledge of Office Procedures, rules & regulations generally operative in Govt. office or in Institutions including experience in handling work in connection with academia and business development in an international setup (b) Excellent written and oral communication skills in English (c) Proficiency in MS office with advanced skills in MS Excel MS access. <b>Job description:</b> The candidate will work as Sr. Project Assistant (Admin) and ensure efficient running of Academy office at IIT Delhi. He/she will be responsible to handle and support day to day working requirements of the academy with regards to students and national and international stakeholders. The candidate should be able to work in coordination and cooperation with people associated with the academy and other departments of the institute.
Walk In Test / Date of walk-in Interview	Time of walk-in Interview	Venue
14/09/2023	11.00 a.m. to 02.00 p.m.	UQIDAR Office, TX-205, 1 <sup>st</sup> Floor, Textile Building, IIT Delhi, Hauz Khas, New Delhi-110016

The candidates who fulfill the above qualifications/experience should appear for the interview. Kindly bring your formal application on Form No. IRD/REC-4, which can be downloaded from IRD Website (<http://ird.iitd.ac.in/rec>) through proper channel along with complete information regarding educational qualifications indicating percentage of marks of each examination passed, details of work experience and a recent passport size photograph, along with original certificates (both academic & professional) for verification on the date of interview. No candidate, who is already employed at the Institute / IRD shall be interviewed unless his/her application has been duly forwarded by their concerned establishment/sections. 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. In case any clarification is required on eligibility regarding the above post, the candidate may contact Prof. (Ms.) Neetu Singh at email id: pica@admin.iitd.ac.in

सहायक कुलसचिव, 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. (Ms.) Neetu Singh, PI, Centre for Biomedical Engineering (CBME)
- Copy to Chairperson, DRC/CRC