

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/273740

Dated: 18/11/2020

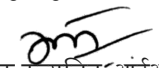
**Advertisement No.: IITD/IRD/178/2020**

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	UQ-IITD Academy of Research: UQ Contributions (RP03782G)	
Funding Agency	University of Queensland, Australia	
Name of the Project Investigator	Prof. (Ms.) Nidhi Jain	
Deptt./Centre	Department of Chemistry	
Duration of the Project	Upto:31/12/2026	
Post (s)	Consolidated fellowship / Pay-slab	Qualifications
Sr. Project Assistant (Admin) (2)	Rs.35,400-37,900-40,400-43,600-46,800-50,000/- p.m. plus HRA @ 24%	<p><b>EQ:</b> Graduate Degree in Arts/ Science/ Commerce/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 a business organization of repute.</p> <p><b>Desirable:</b> The candidate should have (a) Knowledge of Office Procedures, rules &amp; regulations generally operative in Govt. office or in Educational Institutions including experience in handling work in connection with meetings &amp; conferences (b) Excellent written and oral communication skills in English (c) Proficiency in MS office with advanced skills in MS Excel and MS Access (d) Expertise in data extraction and mining, database creation and maintenance (e) Previous experience of working with diverse groups (students, faculty and administrators) and multidisciplinary teams is preferred.</p> <p><b>Job description:</b> The candidate will work as a Senior Project Assistant for the UQ-IITD Academy of Research (UQIDAR) which is a Joint PhD programme between the University of Queensland, Brisbane and IIT Delhi. The job includes: (a) handling all e-mail communication between IITD and UQ faculty (b) organizing and keeping record of meetings, student presentations etc. (c) maintaining records related to progress of students in the UQIDAR joint PhD programme (d) creation and maintenance of a database with data pertaining to various aspects of the programme (e) developing documents highlighting research expertise available at IITD and UQ in various area of science/technology and humanities.</p>

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 to Prof. (Ms.) Nidhi Jain** at email id: [pica@admin.iitd.ac.in](mailto:pica@admin.iitd.ac.in) Documents to be submitted with the e-mail application: (ALL the documents below should be combined into ONE PDF and then e-mailed to [pica@admin.iitd.ac.in](mailto:pica@admin.iitd.ac.in)). 1) Details of education from bachelor's degree. 2) Details of work experience 3) A letter of intent describing why you would like to apply for this position 4) CV of the candidate. 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 Prof. (Ms.) Nidhi Jain at email id: [pica@admin.iitd.ac.in](mailto:pica@admin.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 submitting the completed applications by e-mail is 15/12/2020 by 5.00 p.m.** 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.

  
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.) Nidhi Jain, PI, Department of Chemistry
- Copy to Chairperson, DRC/CRC
- Dr. Harshita Bhatnagar, RD Coordinator, (R&D) Wing