

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/MI00199/

80649

Dated: 29/09/2022

Advertisement No.: IITD/IRD/213/2022

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.

Title of the Project	Record of staff hired by IRD to work under GATE/JAM Office (MI00199)	
Funding Agency	G.A.T.E. Office, IIT Delhi	
Name of the Project Investigator	Prof. R. Ayothiraman, <i>Chairperson</i> [email ID: gate@admin.iitd.ac.in]	
Deptt./ Centre	GATE/JAM Office	
Duration of the Project	Upto:29/03/2023	
Post (s)	Consolidated Pay-slab	Qualifications
Jr. Project Assistant Admin) (1)	Rs.21,700-23,200-24,700-26,700-28,700-30,700/- p.m. plus HRA @ 24%	(1) Graduate degree (3 years) with First Class; (2) Experience of maintenance of accounts, processing of bills; (3) Working knowledge of MS word, excel and power point; (4) Minimum of 5 years experience in dealing admissions, conduct of examinations and assisting confidential operations; and (5) knowledge of office procedures and dealing correspondence.
Walk In Test / Date of Interview	Time of walk-in-Interview	Venue
17/10/2022	03.00 p.m. to 05.00 p.m. Finishing time of interview is 05.00 p.m. No candidate will be entertained after 05.00 p.m.	GATE-JAM Office, Block-1, 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. R. Ayothiraman at email id: gate@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. R. Ayothiraman, GATE-JAM office
- Copy to Chairperson, DRC/CRC