

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Hauz Khas, New Delhi – 110016
Industrial Research & Development Unit

No.: IITD/IRD/MI00765/

8987

Advertisement No.: IITD/IRD/298/2012

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Dt: /10/2012

Applications are invited from Indian Citizens for adhoc appointment as per details mentioned below for a maximum period of six months.

Project Entitled	"Ram & Sita Sabnani Chair" (MI00765).	
Post	Consolidated Pay Slab	Qualifications
Jr. Project Assistant	Rs.10,000/- p.m consolidated	Graduate degree / Diploma (03 years duration). Knowledge of office procedures, noting, drafting etc. and dealing with correspondence. Should have one year experience in one or more of the following: a. Estt. & Admn matters. b. Maintenance of accounts, priced stores ledgers, procession of bills. c. Purchase of stores & purchase procedure. d. Work connected with meetins, conference, coordination. e. Admissions & conduct of examinations. f. Knowledge of computers.
Date of Interview	Time of Interview	Venue
01/11/12	09:30 A.M.	Roomm No. 2A-105, Bharti School
	03:00 P.m.	Room No. 325, Block-VI, 2 nd Floor, CAS, IIT Delhi.

The candidates who fulfill the above qualifications / experience should appear for interview. Kindly bring your formal application through proper channel along with Bio-data with complete information regarding educational qualifications indicating percentage of marks of each examination passed, details of working experience and a recent passport size photograph, along with photocopies certificates (both academic & professional) addressed to the **Assistant Registrar (IRD), IIT Delhi, Hauz Khas, New Delhi – 110016** on the date of interview. The advertisement No., Title of Project and Post applied for must be mentioned on top left side of the application. No candidate, who is already employed at the Institute /IRD shall be interviewed unless his/her application has not been duly forwarded by their concerned establishment sections. 5% relaxation of marks may be granted to the SC/ST Candidates.



(V.K. Vashistha)
Asstt. Registrar, IRD

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