

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

Tel.: 011-26597534

No. IITD/IRD/M-037/6019

Dated: 29/08/2014

Advertisement No.: IITD/IRD/139/2014

Applications from Indian nationals are invited for contractual appointment under the Industrial Research & Development Unit (IRD Accounts Section) [MI00001] as per details mentioned below. Appointment shall be on yearly contractual basis, for a maximum period for three years only, subject to satisfactory performance annually.

Post	Consolidated Pay	Qualifications & Experience
Jr. Project Assistant (Accounts) (01)	Rs.26,500-58,200/- per month plus HRA @ 15%	<ol style="list-style-type: none">Graduate Degree in Commerce with minimum 60% marks. <p style="text-align: center;">Or</p>Post Graduate Degree in Commerce with minimum 55% marks. 1st Division in preceeding degree(s) and school level.Minimum 2 years of working experience in reputed organization with regard to processing of bills/vouchers in a professional accounting system and maintenance of account books. Computer literacy essential.

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 post to the Assistant Registrar, IRD Unit, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016. The advertisement No. & post applied for must be mentioned on the left side of the application & envelope.**

Please enclose the self certified documents and certificates in support of educational qualifications, professional course(s) and work experience. Application without necessary documents / certificates would be summarily rejected.

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 names will be displayed on web link (<http://ird.iitd.ac.in/shortlisted>) alongwith the interview details. Only short-listed candidates will be informed to appear in written test / interview. 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 post is 15/09/2014 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.

(V.K. Vashistha)
Assistant Registrar (IRD)

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