



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

Advt. No. E-II/19/2024(W) Dated August 28, 2024

IIT Delhi intends to conduct a shortlisting based interview to engage the services of 01 Consultant (Technical Support) for the Office of Diversity & Inclusion (ODI). The engagement will be purely on contract basis initially for a period of one year renewable subject to requirement & satisfactory work performance maximum upto 03 years.

The Office of Diversity and Inclusion at IIT Delhi seeks to celebrate and document campus diversity, creating a more inclusive environment. It implements awareness trainings, enhances diversity, supports learning and language needs, works for disability inclusion, and offers grievance redressal mechanisms to make the campus inclusive for all.

Engagement position	Consolidated Remuneration*	Age Limit	Minimum Qualification/Experience
Consultant (Technical Support) (01)	Rs.60000/- (Per month)	30 years (as on the last date of receiving applications)	<u>Essential Academics Qualification:</u> B.E/ B.Tech. degree from a recognised University with at least 55% marks. Strong proficiency in data analysis and report generation. Fluent in oral and written communication in English. <u>Experience:</u> Experience of at least 01 year in technical support or administrative roles within a recognized Central government university or institution. Candidates should demonstrate proficiency in data analysis, email management, RTI request handling, disciplinary support, and addressing software issues. They should also possess skills in using software like Microsoft Office Suite, Canva, designing and video editing tools, along with knowledge of website management for maintaining and updating content. Familiarity with Diversity & Inclusion initiatives is beneficial.

Skills & Responsibility:

- Accurate and Comprehensive Reports:** Regular generation of detailed and accurate reports on Diversity & Inclusion metrics, providing valuable insights to inform decision-making.
- Efficient Email Management:** Effective management of the Dean's email communications, ensuring timely responses and a well-organized inbox.
- Timely RTI Responses:** Prompt and accurate handling of Right to Information (RTI) requests, ensuring compliance with relevant regulations and maintaining transparency.
- Support in Disciplinary Proceedings:** Smooth and efficient assistance in disciplinary proceedings, ensuring all necessary documentation is accurate and protocols are followed.
- Improved Decision-Making:** Enhanced decision-making processes for the Dean of Diversity & Inclusion through structured data analysis and insightful reporting.
- Organizational Efficiency:** Improved overall efficiency in the office of Diversity & Inclusion through meticulous organizational skills and effective task management.
- Enhanced Communication:** Clear, concise, and professional communication within the department and with external stakeholders, contributing to a positive and productive working environment.
- Website Management:** Knowledge of website management to maintain and update content, ensuring the Diversity & Inclusion office's online presence is current and effective.

* The remuneration will be commensurate with the candidate's market salary and would be typically not more than twenty percent of the remunerations received in any of the previous services/engagements.

NOTE:

1. Please note that this is a temporary engagement and appearance in the Interview and selection thereafter, does not entitle for any claim what-so-ever for permanency on the regular establishment of IIT Delhi.
2. Immediate joining will be required.
3. (a) Candidates are required to submit the prescribed application form affixed with recent passport size photograph duly filled by him/her/them. The specimen of "Application Form" is available on the website of IIT Delhi www.iitd.ac.in (please see link **Jobs@IITDelhi**, under the heading Non-Academic positions). **The prescribed filled in application form alongwith self-attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at recruitmentcell@admin.iitd.ac.in by 12.09.2024 (Thursday). There is no need to submit hard copy through Post/Courier.**
 - (b) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and details of work experience.
 - (c) **Applications received within the due date will be shortlisted by a committee and only the shortlisted candidates will be considered for Interview.**
 - (d) The date of Interview will be intimated separately through e-mail to shortlisted candidates only.
4. Candidates have to produce the original certificates/documents in support of Educational Qualification (both Academic/Professional) and also work experience at the time of Written Test/ Interview/Joining, if selected.
5. If any information is found/incorrect at any stage, the candidature/appointment is liable to be cancelled.

**Rectt. Cell (Estt.-2)
IIT Delhi**