



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

Advt. No. E-II/20/2026(W) Dated July 9, 2026

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 02 Consultants for Student Affairs Section. The engagement will be purely on contract basis initially for a period of 01 year which can be extended up to maximum of 02 years, subject to requirement and after review of satisfactory work performance based on functional need, at a consolidated remuneration as per details given below:

Engagement position (Type – III)	Consolidated Remuneration*	Age Limit	Essential Qualification & Experience
Consultant (02)	Rs. 35,000/- to Rs. 50,000/- (Per month)	Below 35 years	<u>Qualifications:</u> - A Master Degree with minimum 55% marks from any recognized Institute/ University. - Diploma/ Certificate of at least six month's course in Computer Application from a recognized Institution. <u>Experience:</u> 03 years' experience in an organization of repute in the field of administration. <u>Desirable:</u> Candidates having experience in student affairs/ activities management in a higher education institution may be preferred.
<u>Roles and responsibilities:</u> - To assist in organizing the Institute event where the Student Affairs Section is involved. - Assistance in noting and drafting of day-to-day official correspondence. - Assistance in scheduling meetings, preparing agendas, and maintaining minutes. - Familiarity with e-office, MS Word, Excel, and official email systems. - Ensure strict adherence to Government and IIT Delhi Policies, rules, and procedure in all office activities. - Any other work/duties assigned by the Dean of Students/ Associate Dean/ Assistant Registrar (SA).			

***The remuneration will be commensurate with the candidates' domain knowledge, skills and experience. Further, the remuneration shall not be more than twenty percent higher than the remunerations received in any of the previous services/engagements.**

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NOTE:

1. Please note that this is purely 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 joinee will be preferred.
3. (a) Candidates are required to submit the prescribed application form affixed with recent passport size photograph duly filled by him/her. 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). The prescribed filled in application form along with self-attested copies of documents supporting Educational Qualification and Experience in PDF format** (all scanned documents are clearly legible, preferably at a resolution of 300 dpi or higher) **should be mailed at recruitmentcell@admin.iitd.ac.in by 29.07.2026. 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. The incomplete application form will be summarily rejected.

(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. The remuneration may be reviewed after completion of one year on annual basis. The enhancement of annual remuneration increment ranging between 03% to 10%, with the upper limit as mentioned in this advertisement, subject to performance assessment by the Reporting and Reviewing Officer. Accordingly, if the engagement is at the upper limit, no annual remuneration increment shall be admissible.
5. Cut-off date for determining the age/experience/educational qualification shall be **29.07.2026.**
6. Candidates must 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.
7. The Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the position(s) advertised above or for all the position(s) without assigning any reason thereof.
8. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

(Recruitment Cell)
IIT Delhi