



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

Advt. No. E-II/26/2024(W) Dated November 29, 2024

IIT Delhi intends to conduct a Shortlisting-based Written Test/ Presentation/ Interview to engage the services of 02 Consultants i.e. 01 Consultant (Finance) and 01 Consultant (Ranking) for the Office of Dean (Planning). The engagement will be purely on contract basis initially for a period of 01 year which can be extended upto maximum 03 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 (Finance) (01)	Upto Rs. 1,50,000/- per month	35 years	<ul style="list-style-type: none">• M.B.A. / P.G.D.M. / Chartered Accountant with atleast 60% marks from Top 50 NIRF ranked Institutions.• Minimum of 02 years of experience for MBA and 03 years of experience for C.A. (After completion of articleship).• Proven experience in budget management, expenditure tracking, and financial analysis.• Strong understanding of government financial regulations and guidelines.• Excellent analytical and problem-solving skills.• Proficiency in financial software and MS Office, particularly Excel & Power-Point.• Strong communication and interpersonal skills.
Consultant (Ranking) (01)	Upto Rs. 1,50,000/- per month	35 years	<ul style="list-style-type: none">• M.B.A / P.G.D.M.• Preference will be given to people having specialization in Analytics with atleast 60% marks from Top NIRF ranked Institutions.• Strong understanding of university ranking systems and methodologies.• Excellent analytical and data interpretation skills.• Exceptional communication and presentation skills.• Strong project management and organizational abilities.• Ability to work independently and collaboratively with diverse teams.• Proficiency in MS Office, particularly Advanced Excel & Power-Point.• Minimum 02 years of experience.

* 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.

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General Instructions to the candidates:

1. Please note that this is purely a temporary engagement and appearance in the Written Test/ Presentation/ Interview and selection thereafter, does not entitle for any claim what-so-ever for permanency on the regular establishment of IIT Delhi.
2. The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application. Qualifications other than one prescribed in this advertisement will not be accepted.
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 should be mailed at recruitmentcell@admin.iitd.ac.in by 13.12.2024 (Friday). 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 Written test (if required), Presentation and Interview.
 - (d)The date of Written Test/ Presentation/ Interview will be intimated separately through e-mail to shortlisted candidates only. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for the Written Test/ Presentation/ Interview.
4. The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
5. No accommodation will be provided on the Institute campus during their stay.
6. Engagement on a contract basis would be subject to medical fitness.
7. Except the consolidated and fixed emoluments mentioned in the advertisement, no other benefits will be extended.
8. The contract can be terminated at any time by giving one month's notice, by either side.
9. The candidates must appear for the Written Test/ Presentation/ Interview during the selection process at their own cost.
10. In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.
11. Immediate joiner will be preferred.
12. Candidates must send the certificates / documents in support of Educational Qualifications & Experience with the application form in PDF format. The images should be very clear.
13. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.