



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

Advt. No. E-II/29/2026(W) Dated September 29, 2026

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 01 Consultant for the Accounts Section. The engagement will be purely on contract basis initially for a period of 01 year which may be extended annually up to 03 years or till 65 years of age, whichever is earlier, 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-I)	Consolidated Remuneration	Age Limit	Essential Eligibility Criteria
Consultant (01)	As per the prescribed guidelines mentioned in Office Memorandum of Government of India, Ministry of Finance, Department of Expenditure vide F.No.3-25/2020-E.IIIA dated 09.12.2020.	Below 62 years	Candidates who have retired from Central Govt. / Autonomous bodies or Statutory Bodies (under Central Govt.) at Pay Level 9 and above as per 7th CPC. The person must be drawing pension as per CCS pension/ Similar Rules. Experience: Experience of at least 03 years is required in the post level mentioned above. The experience must include processing and scrutiny of bills, vendor payments for goods, services, and works (running bills & final bills etc.), as well as the examination and processing of salary, allowances, service verification, TA/DA, LTC, pension, GPF, fellowship, and related financial matters etc. He/she should have working knowledge of computer applications required for daily office functions.

Roles and responsibilities:

- Scrutiny and processing of bills, vendor payments (goods, services, works), and other financial claims.
- Processing of salary, allowances, service verification, TA/DA, LTC, pension, GPF, fellowship, and similar cases.
- Supervisory support to key Finance and Accounts units to ensure timely, accurate, and compliant operations.
- Verification of sanctions, supporting documents, and records as per financial rules and institutional guidelines.
- Coordination with departments and vendors for clarifications and documentation, along with preparation of necessary financial reports and records.
- Prepare financial reports, maintain records, and draft replies to internal and external audit paras.
- Working knowledge of computer applications required for daily office functions.

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.

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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 19.10.2026. 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. Candidates must produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and work experience at the time of Written Test/ Interview/Joining, if selected.
5. Cut-off date for determining the age/experience/educational qualification shall be **19.10.2026**.
6. 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.
7. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

(Recruitment Cell)
IIT Delhi