



# भारतीय प्रौद्योगिकी संस्थान दिल्ली

## Indian Institute Of Technology Delhi

Hauz Khas, New Delhi – 110 016. Website : [www.iitd.ac.in](http://www.iitd.ac.in)

**Advt. No. E-II/32/2021 (W)**

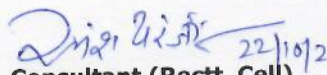
### **Walk-In-Interview**

IIT Delhi intends to conduct a Walk-In-Interview to engage the services of a Consultant (Superintendent) for Joint Entrance Examination Cell. Candidate should have retired/ will be retiring from Pensionable services of GoI or Autonomous Bodies under GoI. The engagement will be purely on contract basis for a period of one year.

Engagement position	Remuneration & Allowances	Age Limit	Job Profile and Expertise
Consultant (Superintendent)  (01)	The remuneration shall be regulated 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 65 yrs	<b>Essential:</b> Should have retired/ retiring in the Grade Pay of Rs.4800/- (or above) as per 6 <sup>th</sup> CPC - Equivalent to Level 8 as per 7 <sup>th</sup> CPC. <b>Job Responsibilities</b> 1. Handling all activities related to JEE (Advanced) and maintain the confidential records. 2. Maintaining of confidential records related to exam. 3. Various pre-activities and post activities for conducting JEE (Advanced). 4. Maintain of all types of Accounts related works. 5. Maintain of all types of purchasing items. 6. Various activities related to purchase of examination materials. 7. Various activities related to transportation. 8. Meeting arrangement and preparing agenda and minutes related to purchase and transportation, Travel Accessory and others. 9. Should be able to work early morning, late night and during holidays, including being physically present in office after office-hours when required.
<b>Date of Interview</b>		<b>Venue/Time of Reporting for Interview</b>	
08.11.2021 (Monday)		Reporting Time: 11:00 AM Venue: JEE Office, IIT Delhi, Hauz Khas, New Delhi - 110016	

#### **NOTE:**

1. No candidate will be entertained if, he/she reports after the above mentioned reporting time.
2. The consultant will have to sign a contract containing the prescribed Terms & Conditions. The contract will be signed on each renewal (if renewed). The contract can be terminated with one month's notice from either side.
3. IIT Delhi reserves the right to stall/cancel the recruitment partially/fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidates.
4. Immediate joinee will be preferred.
5. No T.A / D.A will be paid for attending the Interview.
6. Please bring your formal application along with your P.P.O/ Last Salary Drawn Certificate (**In original**) and Bio-Data having complete information regarding educational qualification **indicating percentage of marks** of each examination passed, details of work experience etc. and a **recent passport size photograph**, along with **Original and self attested photocopies of certificates (academic & professional)** addressed to Assistant Registrar (Rectt. Cell), IIT Delhi. The specimen of "Application Form" is also available on the Website of IIT Delhi [www.iitd.ac.in](http://www.iitd.ac.in) (**Please see link Jobs@IITDelhi**, under the heading **non-academic**).

  
22/10/21  
Consultant (Rectt. Cell)

#### **DISTRIBUTION**

1. Institute Website
2. Chairman, JEE
3. Secretary to Dy. Director (Operations)
4. Secretary to Registrar
5. A.R. (E-2)