



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

Advt. No. E-II/33/2026(W) Dated October 13, 2026

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 01 Consultant for Works Accounts Section. 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 (01)	Rs. 35,000/- to Rs. 45,000/- (Per month)	Below 35 years	• <u>Essential Education Qualification:</u> - Bachelor's Degree (Graduation) in any discipline from a recognized University/ Institute with a minimum of 60% marks or equivalent grade point average. • <u>Desired Education Qualification:</u> - Diploma or certification in Computer Applications, Advanced Financial Accounting, or related areas from a recognized institution. • <u>Essential Work Experience:</u> - Minimum 01 (One) year of post-qualification work experience in handling Works/ Accounts/ Finance/ Procurement matters in Central Government/ State Government/ Autonomous Bodies/ Public Sector Undertakings (PSUs)/ Reputed Educational or Research Institutions.

Roles and responsibilities:

1. Financial & Accounts Management: Scrutiny and processing of bills, contractor payments, Running Account (R/A) bills, final bills, and Measurement Book (MB) records as per works accounting procedures.
2. Procurement & Tender Compliance: Examination of tender/RFP documents, tender evaluations, contract agreements, and ensuring compliance with GFR and Institute rules.
3. Audit & Reconciliation: Assisting in internal and statutory audits, preparing replies to audit paras, and managing periodic account reconciliation.
4. General Coordination by maintaining works ledgers, security deposit/EMD records, Performance Bank Guarantees (PBGs) and coordinating with Recruitment Cell, Estate Office, and Dean (Infra) office.
5. Assisting in Audit & Reconciliation.
6. Documentation and reporting for efficient decision making.

***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 joiner 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 alongwith 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 02.11.2026. 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) The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for Interview. In the event of a large number of applications being received, the IIT Delhi reserves the right to conduct a Shortlisting/ Screening Test to restrict the number of candidates for the next round.
(d) Applications received within the due date will be shortlisted by a Committee and only the shortlisted candidates will be considered for Interview.
(e) 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 **02.11.2026**.
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