



Advt. No. E-II/03/2026(W) Dated 30 January 2026

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 01 Consultant for the Office of Dean (Faculty). 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)	Upto Rs. 1,00,000/- (Per month)	Below 35 years	<ul style="list-style-type: none">• MBA preferably in HR, with more than 03 years of relevant post qualification experience in an educational/ Technical institute.• Experience in handling computerized administration & Data analysis.• Good oral and written communication and interpersonal skills.

Roles and responsibilities:

1. Assist in preparing newsletters, convocation reports, and Board of Governors (BoG) agendas and selection procedures for Post-Doctoral Fellows, Joint Faculty, and similar roles.
2. Support Faculty recruitment processes.
3. Process Faculty Research Travel Awards, faculty awards, and all related circulars, notifications, and nominations.
4. Review, proofread, and edit documents for the Dean Faculty Office; assuring confidentiality and discreet handling of all matters.
5. Prepare for and record minutes of meetings related to Emeritus & Honorary positions, re-employment, confirmation, visiting, adjunct faculty, Professor of Practice (PoP), and Adjunct Professor of Practice (APOP) appointments etc.
6. Serve as recording secretary for selected meetings; including compiling, transcribing, distribution, and retention of minutes.
7. Coordinate the opening and closing of the faculty appraisal form process.
8. Perform any other duties as assigned by the Dean Faculty Office.

***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.**

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. (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 19.02.2026 (Thursday). 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.

3. 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.
4. Cut-off date for determining the age/experience/educational qualification shall be **19.02.2026**.
5. 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.
6. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

**(Recruitment Cell)
IIT Delhi**