



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

Advt. No. E-II/06/2026(W) Dated March 17, 2026

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 01 Consultant for the Physics Department. The engagement will be purely on contract basis initially for a period of 01 year which can be extended up to 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)	Up to Rs. 45,000/- (Per month)	Below 35 years	<u>Educational Qualification:</u> <ul style="list-style-type: none">Bachelor's degree from a recognized University or Institution with more than 60% marks. <u>Experience:</u> <ul style="list-style-type: none">05 years of experience in educational institutes with administrative, clerical, and office management roles is mandatory.Candidates possessing proficiency in using MS WORD and MS Excel software shall be given preference.Experience in any IITs and like teaching and research organizations is preferable.Working Experience of e-office of NIC, GoI is also mandatory.
<u>Roles and responsibilities:</u> <ol style="list-style-type: none">To perform day-to-day administrative and office management duties.To maintain records, files, registers, and official documents (physical and digital).To handle correspondence, emails, notices, and official communications.To provide administrative support to senior officers and departments.To assist in bill processing, data entry, and record verification.To perform any other duties assigned by the competent authority from time to time.			

***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:

- 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 02.04.2026 (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 **02.04.2026**.
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