



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

Advt. No. E-II/07/2026(W) Dated March 25, 2026

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of **01 Consultant (reserved for female only)** for Student Affairs Section. The engagement will be purely on contract basis initially for a period of 01 year which may 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 (reserved for female only) (01)	Rs. 30,000/- to Rs. 50,000/- (Per month)	Below 40 years	Qualification: <ul style="list-style-type: none">Graduate/ Equivalent from any discipline. Experience: <ul style="list-style-type: none">01 Year in the relevant field (Caretaking experience of any hostel of any higher educational institution)

Roles and responsibilities:

1. Accommodating the students in hostel as per the norms set up by Dean of Students/ Associate Dean (HM).
2. Handling over/ Taking over the charge of a room to a student.
3. Keeping room inventories in order for all the rooms.
4. Supply the necessary information to Mess Supervisor regarding the strength of Hostel for the purpose of preparing the meals.
5. Maintaining the necessary record of hostel residents, e.g. Entry-wise inventory/ Room wise Inventory/ Record of permanent/ local address of students and maintaining the arrival departure Register.
6. Submitting the attendance record of student strength for preparing the Semester/ vacation account.
7. To look after all (Civil, Electrical, public health and horticulture etc.) maintenance of the hostel.
8. Assisting in finalization of semester/ vacation mess account of the Hostels.
9. Any other work/ duties assigned by the Dean of Students/ Associate Dean (HM)/ Warden/ Assistant Registrar (SA).

***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.

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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 09.04.2026 (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 be **09.04.2026.**
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