



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

Advt. No. E-II/20/2025(W) Dated December 10, 2025

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 01 Consultant (International Programs Administrator) for the Office of Dean (International Programmes). 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 (International Programs Administrator) (01)	Upto Rs. 1,50,000/- (Per month)	Below 50 years	<u>Qualification:</u> <ul style="list-style-type: none">• B.Tech. / B.E. in any discipline.• Master of Business Administration (MBA) or equivalent, and• First Class in all the degrees. <u>Experience:</u> <ul style="list-style-type: none">• At least 12 years of experience after MBA or equivalent. <u>Desirable:</u> <ul style="list-style-type: none">• Should have worked in a reputed Institution in an administrative capacity with an international engagement role. <u>Roles and Responsibilities:</u> <ul style="list-style-type: none">• Strategic plan and execution for growth of the international programmes,• Establish global partnerships and support international activities,• Liaison with foreign universities, embassies, government agencies, and international organisations to initiate and sustain partnerships,• Design and coordination of short-term courses, winter/summer schools, joint workshops and joint degree programmes,• Explore fellowship and scholarship opportunities for international students,• Plan and coordinate visits of international delegations to and from IIT Delhi,• Generate and collate data/feedback and find ways to improve, and• Any other tasks as required.

*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 should be mailed at recruitmentcell@admin.iitd.ac.in by 31.12.2025 (Wednesday). 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 **31.12.2025.**
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