



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

Advt. No. E-II/22/2025(W) Dated December 24, 2025

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. 1,50,000/- (Per month)	Below 42 years	<ul style="list-style-type: none">• MBA preferably in HR, with more than 05 years of relevant post qualification experience in an Educational/ Technical Institute.• Experience in handling computerized administration & data analysis.• Good oral and written communication and inter-personnel skills.

Roles and responsibilities:

- Assist in faculty and chair selections, as well as selections for research and travel awards.
- Research, compile, organize, and analyze data to prepare summaries, reports, and special studies for the Dean Faculty Office.
- Provide administrative support to the Dean Faculty Office which includes draft correspondence, compilation of reports, and other documents for their review or signature.
- Maintain print and digital records in files, databases, repositories, and other record management systems.
- Review, proofread, and edit documents for the Dean Faculty Office; assure confidentiality and discreet handling of all business.
- Provide recommendations to the Dean Faculty Office regarding the establishment, maintenance, and revision of office procedures, guidelines, and general operations of the office; maintain Dean's Office procedures manual to ensure consistent performance of routine activities; participate in preparation of the office budget.
- Serve as recording secretary for selected meetings; includes compiling, transcribing, distribution, and retention of minutes.
- Coordinate special events such as All Faculty Meet, New Faculty Orientation programs etc.
- Coordinate the payment of honorariums for experts involved in selection committee etc.
- Coordinate, as required, transit accommodation allocations for new faculty joining the institute.
- Liaison with local property dealers to support new faculty in finding housing in Delhi.

***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 13.01.2026 (Tuesday). 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 **13.01.2026.**
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