



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

Advt. No. E-II/01/2023 (W)

For Shortlisting based Interview

IIT Delhi intends to conduct an shortlisting based interview to engage the services of a Consultant Coordinator for the Office of Accessible Education (OAE). The engagement will be purely on contract basis initially for a period of One year renewable subject to requirement & satisfactory work performance maximum upto 05 years.

Office of Accessible Education is a resource Centre for students with disabilities at IIT Delhi. It will be involved in a range of direct support services, awareness and advocacy efforts for persons with disabilities on campus.

Engagement position	Consolidated Remuneration	Age Limit	Minimum Qualification/Experience
Consultant Coordinator (01)	Rs.40000/- to Rs.50000/- (Per month) (No additional perks or emoluments will be provided)	40 years (as on the last date of receiving applications)	<u>Essential Academics Qualification:</u> Bachelors in any discipline, including Sciences, Social Sciences, Humanities with at least 55% and Masters in Education/ Disability Studies/ Social Work/ Special Education/ Inclusive education with at least 55%. Fluent in oral and written communication in English. <u>Desirable Work Experience:</u> Prior work experience with persons with disabilities or students with special needs (including autism, blindness, motor disabilities and so on), especially at an educational institution. Any prior experience with disability counseling.

Skills & Responsibility:

- 1. Serve as disability advisors:** Coordinate and implement all Inclusion related activities and services for students with disabilities to meet all their in campus needs, from admission till graduation. Initiate contact with students and understand their special requirements.
- 2. Accommodations and administration:** Ability to analyze and collate data, design systems. Research existing pedagogies, visit sites and understand various practices on the ground. Research bent of mind will be essential.
- 3. Creating course material in alternate formats:** Experience of converting course material into accessible formats (e.g., Braille, html, tactile diagrams etc.). Experience and knowledge of various assistive technologies for different types of disabilities, about groups, companies, support services for different types of disabilities.
- 4. People Skills:** A large part of the role will involve working with students with disabilities and faculty, interacting, understanding needs. Adequate knowledge of interest and passion for, Inclusion and Disability studies. Willingness to quickly learn and adapt to new situations.
- 5. Research and development, and training and awareness:** Work on research and development of Inclusive Education programs and services at Higher education, Training and awareness events and programmes of the Office of Accessible Educations. Undertake activities to foster a climate of inclusion on campus.
- 6. Building alliances:** Collaborate and network at various platforms.

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. Immediate joining will be required.
3. (a) Candidates are required to submit the prescribed application form affixed with recent passport size photograph duly filled by him/her/them. 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 positions). **The prescribed filled in application form alongwith self attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at e2recruit@admin.iitd.ac.in by 1730 Hrs of 18.01.2023 (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.
 - (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.
4. Candidates have to 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.
5. If any information is found/incorrect at any stage, the candidature/appointment is liable to be cancelled.

**Rectt. Cell (Estt.-2)
IIT Delhi**