IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 01 Consultant for Office of Alumni Relations. The engagement will be purely on contract basis initially for a period of three years:

<table>
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<tr>
<th>Engagement position</th>
<th>Consolidated Remuneration</th>
<th>Age Limit</th>
<th>Qualifications and skills required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant (01)</td>
<td>Rs. 1,25,000/- to Rs. 1,50,000/- (Per month)</td>
<td>Below 42 years</td>
<td>Essential Qualification &amp; Experience:</td>
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<td>(i) MBA with more than 05 years of relevant post qualification administrative experience in an Educational / Technical Institute in fund raising and alumni engagement.</td>
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<td>(ii) Experience in handling computerized administration &amp; financial matters.</td>
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<td>(iii) Good oral and written communication and inter-personnel skills.</td>
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**Roles and responsibilities:**

I. Complete management of alumni/donor funds covering receipts, investment, disbursal, and reporting.

II. Disbursal of funds from endowment fund to various institute entities for identified activities.

III. Disbursal of funds from corpus to various beneficiaries of chairs, scholarships, awards etc.

IV. Periodic reporting of progress and funds status to donors and involving them in donation related decisions made by the institute.

V. Drafting MOU’s for all types of donations (restricted/unrestricted; fixed term or perpetual) as per the BoG guidelines or frameworks/guidelines approved by the institute.

VI. Provide Institute-wide support and advice to fund raising team on matters relating to Institute priorities and operational guidelines etc.

VII. To handle Audit, RTI and other legal matters related to donations.

VIII. Assistance in distinguished alumni awards selection and coordination with awardees for convocation event.

IX. Management of information and data related to website, social media and press.

X. Operationalization of CSR/corporate donations from Alumni.

XI. Coordinate and administer all aspects of financial and operational activities of Office of Alumni Relations.

XII. Provide administrative support for all the programmes to run smoothly as per the Norms of the institute and satisfaction of the donors.

**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 joinee will be preferred.

Contd...2...
3. (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 along with self-attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at e2recruit@admin.iitd.ac.in by 31.01.2024 (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.

4. 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.

5. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

Rectt. Cell (Estt.-2)
IIT Delhi