



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute Of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/05/2021 (Walk-In-Interview)

IIT Delhi intends to conduct a Walk-In-Interview to engage the services of 03 Consultant (Establishment) for Establishment - 2 Section. Interested eligible candidates who have retired/ will be retiring Officials from Govt. of India/ Autonomous Institutions of Govt. of India/ PSUs may attend the interview as per schedule given below. The engagement will be purely on contract basis initially for a period of one year which can be extended upto 02 years or till 65 years of age whichever earlier, subject to requirement and after review of satisfactory work performance and also based on functional need, at a consolidated remuneration as per details given below:

Engagement position	Consolidated Remuneration	Qualifications/Experience/ Job description	Age Limit
Consultant (03)	<p><u>For Retired Pensionable Employee:</u> The remuneration will be fixed as per the Pay Fixation norms i.e. "Last Pay Drawn Minus Pension" and admissible D.A. However, only the benefits of revision of D.A may be granted as revised consultancy fee at the time of renewal of the agreement.</p> <p><u>For Retired Non-Pensionable Employee:</u> The Consultants will be paid a negotiated consolidated pay with a maximum ceiling of Rs.50,000/- (Rupees fifty thousand only). An increment of 5% on annual basis may be considered on the recommendation of Head at the time of renewal.</p> <p><u>Conveyance:</u> Rs.5,000/- per month fixed.</p>	<p><u>Essential:</u> Should have rendered a services of atleast 05 years in the Grade Pay of Rs.4600/- (or equivalent in PSUs) or above.</p> <p><u>Experience:</u> Demonstrable experience in Administrative matters like Confirmation, Seniority, Pay Fixation, Resignation, Retirements, Personal matters like Promotions (DPCs, MACPs etc.) & Disciplinary proceedings, Contract (Manpower) management etc.</p> <p><u>Job description:</u></p> <ul style="list-style-type: none">To deal with the Personnel and Establishment matters of the staff as above.Any other work entrusted by the Competent Authority.	Not above 65 years
Date of Interview	Venue/Time of Reporting for Interview		
19.03.2021 (Friday)	<u>Venue:-</u> Board Room, Near Director's Office, 1 st Floor, Main Building, IIT Delhi, New Delhi- 110016. <u>Reporting time:-</u> 10:30 AM.		

NOTE:

- No candidate will be entertained if, he/she reports after the above mentioned reporting time.
- The consultant will have to sign a contract containing the prescribed Terms & Conditions. The contract will be signed on each renewal (if renewed). The contract can be terminated with one month's notice from either side.
- IIT Delhi reserves the right to stall/cancel the recruitment partially/fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidates.

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4. Immediate joiner will be preferred.
5. No T.A / D.A will be paid for attending the Interview.
6. (i) 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**).**
- (ii) Original P.P.O/ Last Salary Drawn Certificate along with self attested copies of these have to be produced by the candidate.
- (iii) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and also details of work experience.
- (iv) Candidates have to produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and also work experience. A set of photocopies of these documents duly self attested have to be submitted.

27/2 04/05/2021
Consultant (Rectt.)

DISTRIBUTION

1. Institute Website
2. Notice Boards of IIT Delhi
3. Secretary to Dy. Director (Operations)
4. Secretary to Registrar
5. A.R. (E-2)

<p>Essential: Should have rendered a service of about 05 years in the Grade Pay of Rs. 1000 (or equivalent in PPA) or above.</p> <p>Experience: Demonstrable experience in Administrative matters like Contracting, Security, Pay Fixation, Resignation, Promotions, Special promotion, Promotions (DPOs, MPOs, etc.) & Disciplinary proceedings, Grievance (Employee) management, etc.</p> <p>Job description:</p> <ul style="list-style-type: none"> • To deal with the Personnel and Establishment matters of the staff as above. • Any other work entrusted by the Competent Authority. 	<p>Contractual: Rs. 2,000/- per month fixed.</p> <p>The Consultants will be paid a negotiated contractual pay with a maximum ceiling of Rs. 2,00,000/- (Rupees Two Lakhs only) per annum.</p> <p>An increment of 2% of annual basic pay be considered on the recommendation of staff at the time of review.</p>	<p>Job description:</p> <ul style="list-style-type: none"> • To deal with the Personnel and Establishment matters of the staff as above. • Any other work entrusted by the Competent Authority.
<p>29.03.2021 (Friday) Venue: Staff Room, near Director's Office, 1st Floor, Main Building, IIT Delhi, New Delhi - 110016. Reporting time: 10:30 AM</p>		

- NOTE:**
1. No candidate will be entertained if, reports reports after the above mentioned reporting time.
 2. The consultant will have to sign a contract, including the prescribed Terms & Conditions. The contract will be signed on each renewal (if required). The contract can be terminated with one month's notice from either side.
 3. IIT Delhi reserves the right to discontinue the recruitment process fully or in part during the contractual process of its discretion, which will be final and binding on the candidate.