



भारतीय प्रौद्योगिकी संस्थान दिल्ली  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi – 110016. Website : [www.iitd.ac.in](http://www.iitd.ac.in)

**ADVERTISEMENT NO. E-II/18/2021 (W)**

**Walk-In-Interview**

IIT Delhi intends to conduct a Walk-In-Interview to engage the services of 01 IoE Assistant for Establishment -1 Section and 01 IoE Administrative Assistant for the Office of Corporate Relations. The engagement will be made initially for a period of 01 year, renewable, subject to requirement & satisfactory work performance for a maximum period of 02 years, as per details mentioned below:

Engagement position	Consolidated Remuneration	Age Limit	Minimum Qualification / Experience
IoE Administrative Assistant for Office of Corporate Relations (01)	Rs. 55000/- to Rs. 60000/- (per month)	40 years (as on the date of Interview)	1. Post Graduate (MBA/M.Tech) from a recognised Institute/University with minimum 60% marks throughout. 2. Advanced MS Office, communication and proposal writing skills. 3. Minimum 05 years of work experience.
IoE Assistant for Establishment -1 Section (01)	Rs. 40000/- to Rs. 45000/- (per month)	40 years (as on the date of Interview)	1. B.E./B.Tech./M.Sc./MBA. 2. Knowledge of MS-Office, Writing Skills etc.
<b>Date of Written Test/ Interview</b>	<b>Venue/Time for Interview</b>		
<b>23.04.2021 (Friday)</b>	<b>Venue:-</b> Board Room, Near Director's Office, 1 <sup>st</sup> Floor, Main Building, IIT Delhi, New Delhi- 110016. <b>Reporting Time:-</b> 10:30 AM.		

**NOTE:**

1. No candidate may be entertained if, he/she reports after the above mentioned reporting time.
2. There may be a Written Test to shortlist the candidates. Only the candidates who will qualify the written test, as per the decision of the Competent Authority, shall be allowed to appear for Interview.
3. Please note that this is purely a temporary arrangement and appearance in the Interview and selection thereafter, will not entitle the candidate for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.
4. 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.
5. Immediate joiner will be preferred.
6. No T.A/ D.A will be paid for attending the Written Test/ Interview.
- 7.(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](http://www.iitd.ac.in)> (Please see link [Jobs@IITDelhi](mailto:Jobs@IITDelhi), under the heading **non-academic**).
- (ii) 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.
- (iii) 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.

*Q. Jia*  
09/4/2021  
Consultant (Rectt.)

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