



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

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

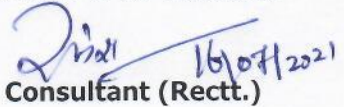
For Online Interview/ Walk-In-Interview

IIT Delhi intends to conduct Online Interview/ Walk-In-Interview for engaging the services of 01 IoE Administrative Assistant for the Office of Corporate Relations and 01 IoE Assistant for Establishment -1 Section. 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 last date of receiving applications)	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 last date of receiving applications)	1. B.E./B.Tech./M.Sc./MBA. 2. Knowledge of MS-Office, Writing Skills etc.

NOTE:

- 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.
- Immediate joinee will be preferred.
- (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 should be mailed at e2recruit@admin.iitd.ac.in by 1730 Hrs of 27.07.2021. 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 Online Interview.**
(d) The date of Online Interview will be intimated separately through e-mail to shortlisted candidates only.
- 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.
- If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.


16/07/2021
Consultant (Rectt.)

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