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:

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<th>Engagement position</th>
<th>Consolidated Remuneration</th>
<th>Age Limit</th>
<th>Minimum Qualification / Experience</th>
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| 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:
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.
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 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.  
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 false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

DISTRIBUTION
1. Institute Website
2. Notice Boards of IIT Delhi
3. Dean, Corporate Relations
4. Secretary to Dy. Director (Operations)
5. Secretary to Registrar
6. J.R. (E-1)
7. A.R. (Estt.-2)