



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

ADVERTISEMENT NO. E-II/22/2021 (W)

Walk-In-Written Test / Interview

IIT Delhi intends to conduct a Walk-In-Written Test / Interview to engage the services of IoE Administrative Assistant for Ranking Cell (Planning Unit). The engagement will be made initially for a period of 01 year extendable up to another one year / two years depending upon the duration of IoE project, as per details mentioned below:

Engagement position	Consolidated Remuneration	Age Limit	Minimum Qualification / Experience
IoE Administrative Assistant (For Institute ranking related data analysis) (01)	Rs. 50000/- to Rs. 60000/- (Per month) (With increment as per Institute norms of contractual appointments)	40 years (as on the date of Written Test/ Interview)	Essential Qualification: B.Tech./ B.E./ MBA/ MCA with minimum of 60% marks from a recognized University/ Institute with two years of relevant experience of data analysis in a reputed Institute of Research Organization. Experience: Expertise in data collection from various sources and analysis using statistical software (like SPSS/ Advanced data analysis in MS-Excel) and report preparation. Interaction with different ranking agencies like QS, NIRF, Clarivate, India Today, Outlook, Times Higher Education etc. Desirable: Fluency in English; ability to work independently and general administration.
Job Requirement: To handle work of Ranking Cell which includes managing work related to compilation, submission, and documentation of reports to accrediting/ ranking bodies/ agencies as requested within the specified deadline periods. Maintenance and upkeep of important records/ documents of the Institute for timely retrieval and handling of other administrative responsibility as may be from time to time with timelines. The candidate must have the ability to liaise with internal stakeholders, including student, faculty and staff.			
Date of Written Test/ Interview	Venue/Time for Written Test/ Interview		
26.07.2021 (Monday)	Venue:- LT-1, Block-VI, IIT Delhi, Hauz Khas, New Delhi- 110016. Reporting Time:- 09:30 AM.		

Interested Candidates are required to download the prescribed application form 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 supporting documents in PDF format should be mailed at e2recruit@admin.iitd.ac.in by 1730 Hrs of 25.07.2021 (Sunday).** No postal applications from the candidates is required.

NOTE:

1. No candidate may be entertained if, he/she reports after the above mentioned reporting time.
2. Written Test will be of about 30 minutes. Only the candidates who will qualify the written test, as per the decision of the Competent Authority, shall be called for Interview in the afternoon at about 12:00 Noon on the same day of written test.
3. Please note that this is purely a temporary engagement 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. 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.
8. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.


Consultant (Rectt.)

DISTRIBUTION

1. Institute Website
3. Secretary to Registrar
5. A.R. (E-2)

2. Secretary to Dy. Director (Operations)
4. J.R. (Planning Unit)

12/07/2021