Applications are invited from Retired/Retiring Officials for engaging their services as Consultant (Academics), IIT Delhi on purely contract basis and with a consolidated salary as per details mentioned below, initially for a period of one year. The selection will be through Walk-In-Interview.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Consolidated Salary</th>
<th>Age Limit</th>
<th>Qualifications/Experience/ Job description</th>
</tr>
</thead>
</table>
| Consultant (Academic) (05)         | **For Retired Pensionable Employee:** 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.  
**For Retired Non-Pensionable Employee:** 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/Branch Officer at the time of renewal.  
**Conveyance:** Rs.5,000/- per month fixed.  
**Note:** Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Competent Authority with suitable justification on account of special expertise / experience. | Below 65 yrs | Essential: Should have rendered 5 years services as a Superintendent in the Pay Level 7 as per 7th CPC (Grade Pay of Rs. 4600/- as per 6th CPC).  
**OR** Junior Superintendent with at least 08 years regular clean service in the Pay Level 6 as per 7th CPC (Grade Pay of Rs. 4200/- as per 6th CPC).  
**Job description:**  
- General Supervision of Academic Section.  
- Prepare Semester Schedule/Time Table/Minor/Major Schedule.  
- Maintain Leave Records.  
- Compile data relating to Academics Prospectus and Courses for study.  
- Issue of and maintenances of record of Identity cards/medical booklet.  
- Issue Bonafide Certificate to the students.  
- Registration of new/old students.  
- Compilation of data for RTI/Parliament question.  
- Maintain Imprést A/c of Section.  
- Preparing agenda & minutes of the various committees.  
- Convocation work.  
- Handling Grades.  
- Scholarships/ Awards/ Medals related work. |

**Date of Interview:**  
**Venue:** Board Room, Near Director’s Office, 1st Floor, Main Building, IIT Delhi, New Delhi- 110016.  
**Reporting Time:** 03:00 PM.

**NOTE:**  
1. No candidate will be entertained if, he/she reports after the above mentioned reporting time.  
2. 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.  
3. 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.  
4. Immediate joining will be preferred.  
5. No T.A / D.A will be paid for attending the Interview.  
6. Please bring your formal application along with your P.P.O/ Last Salary Drawn Certificate (In original) and Bio-Data having complete information regarding educational qualification indicating percentage of marks of each examination passed, details of work experience etc. and a recent passport size photograph, along with Original and self attested photocopies of certificates (academic & professional) addressed to Assistant Registrar (Rect. Cell), IIT Delhi. The specimen of “Application Form” is also available on the Website of IIT Delhi <www.iitd.ac.in> (Please see link Jobs@IITDelhi, under the heading non-academic).

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