



भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute Of Technology Delhi

Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/17/2020 (W)

Walk-In-Interview

Applications are invited from Retired/ Retiring Officials for Consultant (Superintendent - 01 post) under Joint Entrance Examination Cell, 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:

Consolidated Salary	Age Limit	Job Profile and Expertise
<p>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.</p> <p>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.</p> <p>Conveyance: Rs.5,000/- per month fixed.</p> <p>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.</p>	Below 65 yrs	<ol style="list-style-type: none">1. Handling all activities related to JEE (Advanced) and maintain the confidential records.2. Maintaining of confidential records related to exam.3. Various pre-activities and post activities for conducting JEE (Advanced).4. Maintain of all types of Accounts related works.5. Maintain of all types of purchasing items.6. Various activities related to purchase of examination materials.7. Various activities related to transportation.8. Meeting arrangement and preparing agenda and minute's related to purchase and transportations Travel Accessory and others.9. Should be able to work early morning late night and during holidays.
Date of Interview 09.10.2020 (Friday)	Venue/Time of Reporting for Interview Reporting Time: 10:00 AM Venue: JEE Chairman Office, IIT Delhi, Hauz Khas, New Delhi - 110016	

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 joinee 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 (Rectt. 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**).

Jindal
03/09/20
Asstt. Registrar
(Rectt. Cell)

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