



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute Of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/09/2021 (Walk-In-Interview)

IIT Delhi intends to conduct a Walk-In-Interview to engage the services of 03 Consultants (01 each for Administration, Accounts & Hostel/Mess) for IIT Sonapat Campus, Haryana. Interested eligible candidates who have retired/ will be retiring Officials from Govt. of India/ Autonomous Institutions of Govt. of India/ PSUs may attend the interview as per schedule given below. The engagement will be purely on contract basis initially for a period of one year which can be extended upto 02 years or till 65 years of age whichever earlier, subject to requirement and after review of satisfactory work performance and also based on functional need, at a consolidated remuneration as per details given below:

Engagement position	Consolidated Remuneration	Qualifications/Experience	Age Limit
Consultant	<p><u>For Retired Pensionable Employee:</u> 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><u>For Retired Non-Pensionable Employee:</u> 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 at the time of renewal.</p> <p><u>Conveyance:</u> Rs.5,000/- per month fixed.</p>	<p><u>For Consultant (Administration):</u> Should have rendered a services of atleast 05 years in the Grade Pay of Rs.4600/- (or equivalent in PSUs) or above.</p> <p><u>Job Profile:</u> To manage the general administration of IITD extension campus at Sonipat. This includes co-ordination with outsourced agencies, co-ordination with organisations operating at this campus, housekeeping and upkeep of the building and co-ordination with concerned Haryana Government departments and agencies. He / she will report to the Professor in-charge, Sonipat campus.</p> <p><u>For Consultant (Accounts):</u> Should have retired/ retiring Official (Sr. Accounts Officer/ Sr. Audit Officer/ ACA/ Dy. CA or equivalent) in the Grade Pay of Rs.4600/- (or equivalent in PSUs) or above from an organized Accounts Deptt. of Govt.of India (C.A.G./ C.G.A/ C.G.D.A/ other such Deptts.)/PSUs.</p> <p><u>Job Profile:</u> To manage all accounts related activities like recovery of dues from the organisations, guest house guests, organisers of the conferences / workshops etc and to monitor and track all expenses like payment of bills, payment to the agencies engaged for maintenance, security etc, while ensuring that IITD norms are followed and to submit periodic statement of accounts. He / she will report to the Professor in-charge, Sonipat campus.</p>	Not above 65 years


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	<p>For Consultant (Hostel/Mess):</p> <p>Should have retired/ retiring Official as Caretaker/ Mess Manager or equivalent in the Grade Pay of Rs.4600/- (or equivalent in PSUs) or above from Govt. of India organizations/ Autonomous Institutions of Govt. of India/ Reputed Hostels/Hotels.</p> <p>Job Profile:</p> <p>IITD has a 150 room guest house at Sonipat campus. The consultant shall be responsible for activities related to booking of rooms and various halls, maintenance and upkeep of the rooms and halls, to keep record of all inventory related to the guest house and to manage other operations like laundry services, guest room amenities, mess facility etc. He / she will report to the Professor in-charge, Sonipat campus.</p>
Date of Interview	Venue/Time of Reporting for Interview
22.03.2021 (Monday)	Venue:- Board Room, Near Director's Office, 1 st Floor, Main Building, IIT Delhi, New Delhi- 110016. Reporting time:- 10:30 AM.

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 joiner will be preferred.
5. No T.A / D.A will be paid for attending the Interview.
6. (i) 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**).
(ii) Original P.P.O/ Last Salary Drawn Certificate along with self attested copies of these have to be produced by the candidate.
(iii) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and also details of work experience.
(iv) Candidates have to produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and also work experience. A set of photocopies of these documents duly self attested have to be submitted.


Consultant (Rectt.) 04/03/2021

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1. Institute Website
2. Notice Boards of IIT Delhi
3. Secretary to Dy. Director (Operations)
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