Applications are invited from Retired/ Retiring Officials from Govt. of India/ Autonomous Educational Institutions of Govt. of India for engaging 03 Senior Consultants/Consultants (Establishment) for IIT Delhi on purely contract basis and on a consolidated salary as per details mentioned below, initially for a period of one year and extendable by one more year after assessment of performance and based on requirement. The selection will be through Walk-In-Interview:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Consolidated Salary</th>
<th>Qualifications/Experience/Job description</th>
<th>Age Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Consultant/Consultant (03)</td>
<td><strong>For Retired Pensionable Employee:</strong> The remuneration will be fixed as per the Pay Fixation norms i.e. “Last Pay Drawn Minus Pension” and admissible D.A. at the time of awarding the contract. However, only the benefits of revision of D.A may be granted as revised consultancy fee at the time of renewal of the agreement.</td>
<td>Essential: Should have retired/ be retiring as (i) Under Secretary (or equivalent)/ Assistant Registrar; or (ii) Section Officer after having rendered not less than 08 years of regular services in that post.</td>
<td>Not above 65 years</td>
</tr>
<tr>
<td></td>
<td><strong>For Retired Non-Pensionable Employee:</strong> 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.</td>
<td>Experience: Demonstrable experience in Administrative matters like Confirmation, Seniority, Pay Fixation, Resignation, Retirements, Personal matters like Promotions (DPCs, MACPs etc.) &amp; Disciplinary proceedings, Contract (Manpower) management etc.</td>
<td></td>
</tr>
</tbody>
</table>
|  | **Conveyance:** Rs.5,000/- per month fixed. | Job description:  
- To deal with the Personnel and Establishment matters of the staff as above.  
- Any other work entrusted by the Competent Authority. |  |

<table>
<thead>
<tr>
<th>Date of Interview</th>
<th>Venue/Time of Reporting for Interview</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>08.12.2020 (Tuesday)</td>
<td><strong>Venue:</strong> Board Room, Near Director’s Office, 1st Floor, Main Building, IIT Delhi, New Delhi- 110016. <strong>Reporting Time:</strong> 10:30 a.m.</td>
<td></td>
</tr>
</tbody>
</table>

**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.

Contd...2...
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).

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