

इंडियन इंस्टीट्यूट ऑफ टेक्नोलॉजी दिल्ली  
हौज खास, नई दिल्ली -110016  
(औद्योगिक अनुसंधान एवं विकास इकाई)  
INDIAN INSTITUTE OF TECHNOLOGY DELHI  
Hauz Khas, New Delhi-110016  
(Industrial Research & Development Unit)

No. IITD/IRD/MI00724G/ 14591

Advertisement No.: IITD/IRD/086/2023

Dated:18/04/2023

Candidates of Indian nationality are invited to appear for the **Walk-in test / interview** for project appointments under the following project. Appointment shall be on contractual basis on consolidated pay renewable yearly or upto the duration of the project, whichever is earlier. निम्नलिखित परियोजना के तहत परियोजना की नियुक्तियों के लिए भारतीय राष्ट्रियता के उम्मीदवारों को वॉक-इन परीक्षा/साक्षात्कार के लिए उपस्थित होने के लिए आमंत्रित किया जाता है। अपॉइंटमेंट वार्षिक आधार पर या परियोजना की अवधि तक समेकित वेतन पर संविदात्मक आधार पर जो भी पहले हो, होगा.

Title of the Project	M.Tech. programme for students sponsored by Larsen & Tubro Ltd. (MI00724G)	
Funding Agency	Larsen & Toubro Limited	
Name of the Project Investigator	Prof. Kumar Neeraj Jha [email:knjha@civil.iitd.ac.in]	
Deptt./Centre	Department of Civil Engineering	
Duration of the Project	Upto: 31/12/2025	
Post (s)	Consolidated Pay-slab	Qualifications
Jr. Project Assistant (Admin) (1)	Rs.21,700-23,200-24,700-26,700-28,700-30,700/- p.m. plus HRA @ 24%	(1) Graduate degree with two years experience. (2) Knowledge of office procedures, noting, drafting and dealing with correspondence (3) should have minimum two years experience in the following: (a) Establishment and Administrative matters, (b) Maintenance of accounts, processing of bills, (c) Purchase (d) work connected with meetings and coordination, (e) Coordination of admissions and conduct of examinations, (f) knowledge of computers for office work.
Walk In Test / Date of Interview	Time of walk-in-Interview	Venue
08/05/2023	10.30 a.m.	Committee Room, Department of Civil Engineering, IIT Delhi, Hauz Khas, New Delhi-110016.

The candidates who fulfill the above qualifications/experience should appear for the interview. Kindly bring your formal application on Form No. IRD/REC-4, which can be downloaded from IRD Website (<http://ird.iitd.ac.in/rec>) through proper channel along with complete information regarding educational qualifications indicating percentage of marks of each examination passed, details of work experience and a recent passport size photograph, along with original certificates (both academic & professional) for verification on the date of interview. No candidate, who is already employed at the Institute / IRD shall be interviewed unless his/her application has been duly forwarded by their concerned establishment/sections. 5% relaxation of marks may be granted to the SC/ST Candidates. In case of selection of a retired/superannuated government employee, his/her salary will be fixed as per prevailing IRD norms. अनुसूचित जाति / अनुसूचित जनजाति के उम्मीदवारों को अंकों की 5% छूट दी जा सकती है। एक सेवानिवृत्त सरकारी कर्मचारी के चयन के मामले में उसका वेतन वर्तमान आईआरडी मानदंडों के अनुसार तय किया जाएगा। In case any clarification is required on eligibility regarding the above post, the candidate may contact Prof. Kumar Neeraj Jha at email id: knjha@civil.iitd.ac.in

AD 19.04.2023  
सहायक कुलसचिव, आईआरडी

**वितरण**

- Head of the Deptt./Centres/Units : It is requested that the contents of the above Advt. be brought to the notice of the staff working in your Deptt./Centre/Unit
- Webmaster, IRD : To put advertisement at IITD website.
- Notice Boards
- Advertisement file
- Prof. Kumar Neeraj Jha, PI, Department of Civil Engineering
- Copy to Chairperson, DRC/CRC