

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/MI02305G/ 65907

Dated:10/08/2022

Advertisement No.: IITD/IRD/174/2022

Applications from Indian nationals are invited for Project Appointment under the following project. Appointment shall be on contractual basis with consolidated pay, renewable yearly or upto the duration of the project, whichever is earlier. निम्नलिखित परियोजना के तहत भारतीय नागरिकों से आवेदन आमंत्रित किए जाते हैं। अपॉइंटमेंट, अनुबंधित आधार पर समेकित वेतन, नवीकरणीय वार्षिक या परियोजना की अवधि तक, जो भी पहले हो, के साथ होगा।

Title of the Project	School of AI Development Fund (MI02305G)	
Funding Agency	Dean AAIP, IIT Delhi	
Name of the Project Investigator	Prof. Mausam [Email ID: hodscal@admin.iitd.ac.in]	
Deptt./Centre	Department of Computer Science & Engineering (Yardi School of Artificial Intelligence)	
Duration of the Project	Upto: 31/10/2040	
Post (s)	Consolidated fellowship / Pay-slab	Qualifications
Sr. Project Assistant (Admin) (1)	Rs. 35,400-37,900-40,400-43,600-46,800-50,000/- p.m. plus HRA @ 24%	1 st class graduate in arts/science/commerce/management from a recognized university. 20 years experience in a reputed organization in handling office administration/logistics/operations, including noting, drafting, independence correspondence, arrangement of meetings and handling office activities. Experience in handling ERP systems and inventory management. Experience in operation of audio-visual and related equipment. Experience in technical and logistic support for organization of seminars/workshops. Knowledge of MS office Preference will be given to people with prior experience in govt. educational institutions, in particular IITs. The job profile will include managing student related issues, helping with faculty recruitment, drafting letters/emails for administrative activities, organizing seminars/workshops, maintaining School of AI's inventory and management of school's labs and offices.

The candidates who are interested to apply for the above post should download **Form No. IRD/REC-4** from the IRD Website (<http://ird.iitd.ac.in/rec>) of IIT Delhi and submit the duly filled form with complete information regarding educational qualifications indicating percentage of marks/division, details of work experience etc. **by e-mail with advertisement No. on the subject line to Prof. Mausam at email id:hodscal@admin.iitd.ac.in**

IIT Delhi reserves the right to fix higher criteria for short-listing of eligible candidates from those satisfying advertised qualification and requirement of the project post and their name will be displayed on web link (<http://ird.iitd.ac.in/shortlisted>) **alongwith the online interview details. Only short-listed candidates will be informed for online interview.**

In case any clarification is required on eligibility regarding the above post, the candidate may contact Prof. Mausam at **email id:hodscal@admin.iitd.ac.in** 5% relaxation of marks may be granted to the SC/ST Candidates. 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। **The last date for submitting the completed applications by e-mail is 24/08/2022 by 5.00 p.m.**

10.08.2022
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. Mausam, PI, Department of Computer Science & Engineering / Yardi School of Artificial Intelligence
- Copy to Chairperson, DRC/CRC
- Dr. Harshita Bhatnagar, RD Coordinator, (R&D) Wing