

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/MI01346/ 102799

Dated: 08/12/2022

Advertisement No.: IITD/IRD/245/2022

Applications from Indian nationals are invited for Project Appointment under the following project. Appointment shall be on contractual basis with consolidated pay subject to periodic performance review, and 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	MI created for a Newly Created funds of Deptt. of Management Studies (MI01346)	
Funding Agency	IIT Delhi	
Name of the Project Investigator / Contact Point	Prof. Gourav Dwivedi [email ID: inquiry@dmsiitd.org]	
Deptt./Centre	Department of Management Studies	
Duration of the Project	Upto: 21/08/2036	
Post (s)	Consolidated fellowship / Pay-slab	Qualifications
Jr. Project Assistant (Admin) (2)	Rs.21,700-23,200-24,700-26,700-28,700-30,700/- p.m. plus HRA @ 24%	1st Class Bachelor's Degree from a recognized University / Institute with 02 years of relevant experience. Desirable: Working knowledge of computers & peripherals.
Jr. Project Attendant (4)	Rs.18,000-19,300-20,600-22,200-23,800-25,400/-p.m. plus HRA @ 24%	12th class passed with a minimum of 5 years of experience related to Facility (Classroom/Pantry) Management in office work in Educational/Research / Training institutions / Govt. sponsored projects. Basic computer knowledge is preferred.

Requirements: 1. Candidates are expected to perform work related to classroom management, such as (but not limited to) maintaining classroom cleanliness, keeping equipment always in working condition and keeping a record of all classroom inventory. 2. Classes run all seven days a week from 8:00 AM to 9:30 PM. 3. Candidates are expected to carry out duties in the morning shift (7:00 AM – 3:00 PM) or evening shift (2:00 PM-10:00 PM) six days a week. 4. Candidates are expected to open and close the office and classroom as per requirement. 5. Candidates having working experience in educational/training institutions would be preferred.

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 at email id: inquiry@dmsiitd.org**

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. Gourav Dwivedi at email id: inquiry@dmsiitd.org 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. **The last date for submitting the completed applications by e-mail is 26/12/2022 by 5.00 p.m.**

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. Gourav Dwivedi, PI, Department of Management Studies
- Copy to Chairperson, DRC/CRC