



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

Advt. No. E-II/11/2024(W) Dated April 23, 2024

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 03 Consultants i.e. 01 each for the Office of Deputy Director (S&P), Office of Dean (Academics) and Sonipat Camus of IIT Delhi. The engagement will be purely on contract basis, initially for a period of 01 year, which can be extended up to a maximum of 05 years, subject to requirement and after review of satisfactory work performance based on functional need, at a consolidated remuneration as per details given below:

Engagement position	Consolidated Remuneration	Age Limit	Essential Qualification & Experience
Consultant (Administrative) for the Office of Deputy Director (S&P)	Rs. 1,25,000/- to Rs. 1,50,000/- (Per month)	Below 40 years	<p>Qualification: Bachelor's degree (B.Tech/B.E.) in Engineering with First class/division and MBA degree (with coursework in information systems/data analytics) with First class/division.</p> <p>Experience:</p> <ol style="list-style-type: none">At least 10 years work experience in reputed academic institute(s) or an autonomous institution under any Ministry of GoI or equivalent.The work experience should include 4 years or more of relevant experience as Executive/Administrative Assistant (or higher) in an academic/research institution (Govt./Autonomous Institution under any Ministry of GoI) equivalent to, or in, the IIT System.Data analytics, written communication, presentation material development. <p>Roles and responsibilities:</p> <ol style="list-style-type: none">Serve as key support person in office of Deputy Director (Strategy & Planning).Proper maintenance of space records in electronic and hard-copy form; analysis of space allocation.Assist with strategic planning process, including compiling, analyzing and presenting relevant information from various sources, interfacing with academic units, preparing synthesis of information and documents from academic units (including building dashboards), compiling survey information, synthesis of review documents, and helping coordinate logistics of review and visioning process.Preparation of drafts of documents to be sent to various Ministries under Govt. of India, partner institutions, etc. within prescribed deadlines.Preparation of draft responses to RTIs by collecting, analyzing, and presenting required data.Maintaining proper channels of information flow (input, output) as well as continuous and proper liaison with other administrative offices of IIT Delhi such as Planning, Establishment, Academics, Alumni, and Infra.Help organize workshops or other programs as directed by DD(S&P).

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			<p>8. Must be able to work independently, with little supervision along with multi-tasking capabilities.</p> <p>9. Doing some work on weekends / holidays in a time-sensitive manner may be required from time to time.</p>
<p>Consultant (Academic Administration) for the Office of Dean (Academics)</p>	<p>Rs. 1,25,000/- to Rs. 1,50,000/- (Per month)</p>	<p>Below 45 years</p>	<p><u>Qualification:</u> Bachelor's degree in Engineering or Master's in Science with more than 60%, and a minimum of 15 years of post-qualification experience. A higher degree in Science or Engineering is desirable.</p> <p><u>Experience:</u></p> <ol style="list-style-type: none"> 1. A minimum of 5 years of experience providing academic and administrative support in an academic, preferably technical, institution. 2. Work experience should include 4 years or more of experience at Executive Assistant or higher level in a reputable government or autonomous academic/ research institution. 3. Advanced knowledge of office procedures, and preparation of technical reports. 4. Organizing and hosting academic events such as workshops, lectures, seminars, etc. <p><u>Roles and responsibilities:</u></p> <ol style="list-style-type: none"> 1. Assist the administrators in Academics section with effective coordination and timely accomplishment of projects undertaken in the section. 2. Liaise with officials in external agencies, including various Ministries and Government departments offering fellowship programmes. Prepare offer letters, progress review reports, and manage academic information of scholars pertaining to such fellowships. 3. Collect, collate, analyse, and provide Academics related data for Institute of Eminence (IoE) portal and ranking purposes. 4. Organise national and international academic outreach activities with schools, colleges, universities, at the institute. 5. Support the Academics section in annual activities like Convocation, student's registration, teaching excellence awards, celebration of important academic days. 6. Assist in innovative short-term and long-term higher education programs initiated by Ministries/govt. agencies. 7. Organize institute lectures and panel discussions at the institute. 8. Provide administrative support to the Academics administrators including drafting letters, compiling data for reports, and other documents.

<p>Consultant (Administrative) for Sonipat Camus of IIT Delhi</p>	<p>Rs. 1,25,000/- to Rs. 1,50,000/- (Per month)</p>	<p>Below 40 years</p>	<p><u>Qualification:</u> Graduate degree (B.Tech/B.E.) in Engineering with First class/ division or Masters degree (M.Sc) in Sciences with First class/ division.</p> <p><u>Experience:</u></p> <ol style="list-style-type: none"> 1. At least 10 years post qualification work experience in reputed academic/research institutes of Govt./Autonomous Institution under any Ministry of GoI or equivalent. 2. The work experience should include 04 years or more of relevant* experience as Executive/Administrative Assistant (or higher) in an academic/research institution (Govt./Autonomous Institution under any Ministry of Gol) equivalent to, or in, the IIT System. 3. Good oral communication, written communication, and inter-personal skills. <p><u>*Roles and responsibilities:</u></p> <ol style="list-style-type: none"> 1. Serve as the first point of contact at IIT Delhi Sonipat Campus for all students, staff, and faculty members of IIT Delhi and outside visitors to the IIT Delhi Sonipat campus. 2. Manage the regular administration, store purchase, audit, tender, Government-e-Marketplace (GeM) and other administrative operations of IIT Delhi Sonipat campus under the purview of the Professor In-charge IIT Delhi Sonipat Campus. 3. Handle all technical tasks, including data management pertaining to student records, logistics pertaining to the Guest House and Mess using ERP, and electronic and on-ground implementation of Institute policies pertaining to all stakeholder activities. 4. Proper maintenance of records via e-filing and paper-filing. 5. Preparation of drafts of documents to be sent to various Ministries under Govt. of India, vendors, partner institutions, etc. within prescribed deadlines (often less than 24 hours). 6. Preparation of draft responses to RTIs by collecting, analyzing, and presenting required data. 7. Maintaining proper channels of information flow (input, output) pertaining to all stakeholder activities under the purview of the office of Professor In-charge IIT Delhi Sonipat Campus. 8. Maintain continuous and proper liaison with other administrative offices of IIT Delhi like Establishment, security, Transport, Estate, Infra office etc. 9. Organize workshops or other programs as directed by IIT Delhi and GoI. 10. Must be able to work independently, with little supervision along with multi-tasking capabilities. 11. Working hours 0900 - 1800 hours (with lunch break), however extended hours and work on weekends / holidays will be required from time to time. Considering the broad scope of the requirements and activities, late evenings may also be required on a regular basis. 24x7 on-call availability is a must.
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NOTE:

1. Please note that this is purely a temporary engagement and appearance in the Interview and selection thereafter, does not entitle for any claim what-so-ever for permanency on the regular establishment of IIT Delhi.
2. Immediate joinee will be preferred.
3. (a) 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). **The prescribed filled in application form alongwith self-attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at e2recruit@admin.iitd.ac.in by 09.05.2024 (Thursday). There is no need to submit hard copy through Post/Courier.**
 - (b) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and details of work experience. The incomplete application form will be summarily rejected.
 - (c) Applications received within the due date will be shortlisted by a Committee and only the shortlisted candidates will be considered for Interview.**
 - (d) The date of Interview will be intimated separately through e-mail to shortlisted candidates only.
4. Candidates must produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and also work experience at the time of Written Test/ Interview/Joining, if selected.
5. Candidates desirous of applying for more than one position should submit a separate application for each post.
6. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

**Rectt. Cell (Estt.-2)
IIT Delhi**