

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/MI00680/

50289J

Advertisement No.: IITD/IRD/073/2026

Dated: 17/03/2026

Applications from Indian nationals are invited 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 परियोजना की नियुक्तियों के लिए भारतीय राष्ट्रीयता 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	MI to operate DDF for Computer Science & Engineering Department. (MI00680)		
Funding Agency	Indian Institute of Technology Delhi		
Name of the Project Investigator	Prof. Naveen Garg [email ID: cse_recruitment@cse.iitd.ac.in]		
Deptt./ Centre	Department of Computer Science & Engineering		
Duration of the Project	Upto:30/06/2030		
Post (s)	Consolidated Pay-slab / Fellowship	Qualifications	
Project Manager (Admin.) - (1)	Rs. 64,260 - 66,190 - 68,180 - 70,220 - 72,330 - 74,500 - 76,730 - 79,030 - 81,400 - 83,840/- p.m. plus HRA @ 30%	Educational Qualification: Master's Degree (M.A./M.Com./M.Sc. or equivalent) with at least 55% marks. Experience Required: 1. Minimum 12 years of experience in office management of which at least 5 years at the level of Senior Assistant. 2. Proficiency in various tools for office administration including MS-Office, E-mail, EOffice, ERP systems etc. Desirable: Experience in 1. Establishment and administrative matters (service matters, recruitment, TA/LTC, leave etc), 2. Admissions, conduct of examinations, organising academic events. 3. RTI replies, complaint handling, 4. maintenance of records and filing systems, data compilation and documentation 5. Maintenance of website.	
Sr. Project Assistant (Admin) (01)	Rs. 47,790 - 49,220 - 50,700 - 52,220 - 53,790 - 55,400 - 57,060 - 58,770 - 60,530 - 62,350 /- p.m. plus HRA @ 30%	Educational Qualification: Bachelor's Degree with at least 55% marks from a recognized University. Experience Required: 1. Minimum 10 years of experience in office management of which at least 5 years at the level of Junior Assistant. 2. Proficiency in various tools for office administration including MS-Office, E-mail, EOffice, ERP systems etc. Desirable: Experience in 1. Stores-related work: GeM, e-Procurement, eBidding, Tender, Inventory Management, Purchase records and procedures. 2. Organisation of academic meetings, workshops, conferences etc.	

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. Naveen Garg at email id: cse_recruitment@cse.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. Prof. Naveen Garg at email id: cse_recruitment@cse.iitd.ac.in

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। **The last date for submitting the completed applications by email is 01/04/2026 by 5.00 p.m.**

कार्यवाहक प्रमुख (आईआरडी स्थापना)

वितरण

- Head of the Deptt./Centres/Units :
- Webmaster, IRD
- Notice Boards
- Advertisement file
- Prof. Naveen Garg, PI, Department of Computer Science & Engineering
- Copy to Chairperson, DRC/CRC

It is requested that the contents of the Above Advt. be brought to the notice of the staff working in your Deptt./Centre/Unit
To put advertisement at IITD website.