

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/ 23/207

Dated:06/01/2024

Advertisement No.: IITD/IRD/007/2024

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. Mahim Sagar [email ID:rec.dmsstaff@gmail.com]	
Deptt./Centre	Department of Management Studies	
Duration of the Project	Upto:21/08/2036	
Post (s)	Consolidated fellowship / Pay-slab	Qualifications
Sr. Project Manager (01)	Rs.56,000-60,000-64,000-69,000-74,000-79,000/- p.m. plus HRA @ 24%	Requirement: (i) A Post Graduate Degree with at least at 55% marks or its equivalent grade and (ii) 08 years of administrative experience in research establishments or other Institutions of higher education out of which 5 years as Assistant Registrar or equivalent post. Desirable: (i) An MBA or equivalent, (ii) Experience of computer system for information processing and retrieval. An MBA graduate from a reputed institute with 10+ years of experience in a leadership role. Professional exposure of handling global clients is required. Must have excellent communication skill with proficiency in writing & speaking English language. Must be strong in building inter-personal relationships with experience of working in a cross-departmental profile. Must possess critical analysis & creative thinking ability with strong professional networking. Project management experience will be preferred.
Project Manager (01)	Rs.47,600-51,000-54,400-58,700-63,000-67,300/-p.m. plus HRA @ 24%	(i)A Post Graduate Degree and (ii) Minimum 8 years relevant work experience in an Institute, out of which at least 5 years at the level of Superintendent or of supervising a section in a scale not less than that of a Superintendent. OR (i) A Graduate Degree and (ii) Minimum 12 years relevant work experience in an Institute, out of which at least 5 years at the level of Superintendent or of supervising a section in a scale not less than of a Superintendent. Desirable: (i) An MBA or equivalent, (ii) Experience of computer system for information processing and retrieval. Desirable: An MBA Graduate with 10+ years of Experience in reputed educational Institutions or equivalent specifically in HR and Operational management will be preferred. Professional exposure of handling government office procedures. Must have excellent communication skill with proficiency in writing & speaking English language. Must possess critical analysis & creative thinking ability. Project management experience will be preferred.
Sr. Project Assistant (Admin) (01)	Rs.35,400-37,900-40,400-43,600-46,800-50,000/- p.m. plus HRA @ 24%	Requirement: Graduate Degree in Arts/ Science/ Commerce or Business Management. At least 5 years' experience in the actual conduct of meetings/examinations and/or adequate experience of supervisory work at Jr. Superintendent level in a Govt. office or in educational Institution or in business organization of repute. Desirable: MBA graduate with experience in leading organizations. Proven skills in

		effective communication, interpersonal relations, and adept issue resolution. Specialized in team management and application of data analytics techniques. Proficient in MS Office, with a commitment to continual learning for impactful contributions in all professional pursuits. Demonstrated expertise in teamwork and project management. Successfully organized webinars, workshops, and training sessions to enhance professional development.
Project Assistant (Admin) (01)	Rs.29,200-31,200-33,200-35,800-38,400-41,000/- p.m. plus HRA @ 24%	Requirement: Graduate degree with 2 years' work experience as Sr. Assistant or equivalent post/scale. In case of Account/Audit/Cash: Graduate degree preferably Commerce with 2 years' work experience as UDC or equivalent post/scale In case of Stores/Stock Verification: Graduate degree with 2 years relevant work experience of Stores/Stock verification at the level of Sr. Assistant or equivalent post/scale. Desirable: Bachelor's Degree from a recognized University/ Institute with 02 years of work experience and Working knowledge of computer & peripherals.

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. at email ID:rec.dmsstaff@gmail.com

N.B.:- Prof. P Vigneswara will be the contact point to be specified in the advertisement instead of the PI for Sr. Project Manager. Prof. Mahim Sagar will be the contact point to be specified in the advertisement for post of Project Manager. Prof. Agam Gupta will be the contact point to be specified in the advertisement instead of the PI for Project Assistant. Prof. Harish Chaudhry will be the contact point to be specified in the advertisement instead of the P.I for post of SPA (Admin).

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 candidates may contact at the contact points as stated above at email id:dmsstaff@gmail.com instead of Prof. Mahim Sagar, PI of the project.**

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 22/01/2024 by 5.00 p.m.**

AP 66/01/2024
सहायक कुलसचिव, आईआरडी

वितरण

- Head of the Deptt./Centres/Units :
- Webmaster, IRD :
- Notice Boards :
- Advertisement file :
- Prof. Mahim Sagar, PI, Department of Management Studies :
- 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.