

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/RP03829G_SNI/254795

Dated:11/06/2024

Advertisement No.: IITD/IRD134/2024

Candidates of Indian nationality are invited to appear for the **Walk-in test / interview** for project appointments under the following project. Appointment shall be on contractual basis on consolidated pay renewable yearly or upto the duration of the project, whichever is earlier. निम्नलिखित परियोजना के तहत परियोजना की नियुक्तियों के लिए भारतीय राष्ट्रियता 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	To Establish Sophisticated Analytical and Technical Help Institute (SATHI) at IIT Delh) (RP03829G)	
Funding Agency	Department of Science & Technology (DST)	
Name of the Project Investigator	Prof. Sameer Sapra [email ID:coosathi@iitd.ac.in]	
Deptt./Centre	Department of Chemistry	
Duration of the Project	Upto: 30/09/2024	
Post (s)	Consolidated Pay-slab	Qualifications
Project Assistant (Admin) (01)	Rs.29,200-31,200-33,200-35,800-38,400-41,000/- p.m. plus HRA @ 27%	Graduate degree with 2 years work experience as Sr. Assistant or equivalent post/scale. In case of Accounting/Audit/Cash: Graduate degree preferably in Commerce with 2 years work experience as UDC or equivalent post/scale. In case of Stores/Stock verification: Graduate degree with 02 years relevant work experience of Stores/Stock verification at the level of Sr. Assistant or equivalent post/scale. Provide technical assistance, including programming, software usage, website creation, and maintenance, data collection, analysis, and report generation, Proficiency in programming languages (e.g., Python, Java). Manage project budgets related activities including requisitions and maintain accounting records as per Gol guidelines and ensure compliance with Government of India (Gol) financial norms. Prepare purchase requisitions and maintain accounting records as per Gol guidelines. Coordinate with project teams, stakeholders, and external collaborators. Excellent interpersonal and organizational skills. Ability to work independently and as part of a team.
Walk In Test / Date of walk-in Interview	Time of walk-in Interview	Venue
04/07/2024	02.00 p.m.	Central Research Facilities Office, Block-5, IIT Delhi, Hauz Khas, New Delhi-110016

The posts may be downgraded as per discretion of the Selection Committee if none of the candidate is found suitable for the post.

Contd.,...

The candidates who fulfill the above qualifications/experience should appear for the interview. Kindly bring your formal application on Form No. IRD/REC-4, which can be downloaded from IRD Website (<http://ird.iitd.ac.in/rec>) through proper channel along with complete information regarding educational qualifications indicating percentage of marks of each examination passed, details of work experience and a recent passport size photograph, along with original certificates (both academic & professional) for verification on the date of interview. No candidate, who is already employed at the Institute / IRD shall be interviewed unless his/her application has been duly forwarded by their concerned establishment/sections. 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।

In case any clarification is required on eligibility regarding the above post, the candidate may contact **Prof. Sameer Sapra at email id: coosathi@iitd.ac.in**

AS
11/06/2014
A.R., IRD

Distribution

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- Prof. Sameer Sapra, PI, Department of Chemistry / Central Research Facility
- Copy to Chairperson, DRC/CRC