

## **Advertisement Notice for Casual Appointment**

Applications are invited from eligible candidates for the post of Project Assistant for casual appointment initial period for three months in the sponsored research project entitled "IIT Delhi-NCTU Collaborative Activities" (MI01745).

### **Essential Qualifications**

A regular full-time degree in MCA or MSc (Statistics) with MBA from an accredited and reputed university.

A minimum of 2 years of experience in a data handling/ data analysis in a reputed research organization.

**Desirable:** Certificate course or Diploma in Data Science  
Certificate course in content writing  
High-level written and verbal communication skills.

**Salary: Rs.40,000/-p.m. (consolidated)**

### **Job Description:**

1. Handling Data in a research environment, including but not limited to: Managing master data, including creation, updates, and deletion. creating templates, forms, collecting data and analyzing reports. Processing data and information according to the requirements. Develop reports and analysis based on the data set provided majorly related to research projects and topics etc. Preparing PPTs, notes etc.

2. Upkeep of website related to PhD programs and maintaining database related to student information, updating it based on new enrollment and or resignations. Facilitating student travels and academic progress on regular basis with respect to approvals from all stakeholders as per administrative protocols and the guidelines. Providing information to students and Supervisors regarding existing guidelines of PhD program. Coordinating relevant meetings, preparing minutes etc. for the program. Coordinating with PG section for required approvals like travel, reimbursement, transcripts etc.

3. Office Management- Mail management, PPT preparations and extending general office support to Senior stakeholder.

4. Any other work assigned from time to time.

The candidates who are interested to apply for the above post for casual appointment should download **Bio-data Form No. IRD/REC-12** 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. to Prof. Sunil Kumar Khare, Dean (R&D) at email ID: deanrnd@admin.iitd.ac.in. The last date of receipt of complete applications by email shall be 23/05/2022.