INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY **DELHI**

(A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

Advt. No. 42/ 2026 **Date: 17th November 2026**

Online applications are invited for the following post at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

APPLICATION FORM CAN BE FILLED ONLINE FROM 17th November 2026, AND THE LAST DATE OF APPLICATION IS 7th December 2026.

Post Summary

S. No	Post Code	No. of Post	Post Name	Pay Level	Department	Category
1	Recruitment/42/2026-01	1	Deputy Administrative Officer	Level-8 (Rs. 47600 – Rs.151100) As per 7th CPC	Placements Division	UR

The detailed guidelines about the post are as below:

Post Code - Recruitment/42/2026-01 **Post name – Deputy Administrative Officer (Placements)** **Level-8 (Rs. 47600 – Rs.151100) As per 7th CPC** **Category - UR**	Post Graduate degree in the relevant domain with good academic record (minimum 55% marks) or Equivalent and total 8 years of relevant experience out of which 6 years at Level-6. or Equivalent experience for those working in private organizations. **Desirable Qualifications/ Experience** Minimum of 4 to 5 years of relevant work experience in campus placement in an educational/research institutes /University **AND** Established network and live connections with the industry	**Desirable Skills/ Key Responsibilities** • Invite companies to participate in campus placements & Internships for all pre-final, final year UG, PG students. • Minimum of 20 new recruiters for final placement for both A & A+ category with a minimum compensation of 8 lacs, 7 above 15 to 20 summer & 6 months internship opportunities for final & pre-final year students of all UG & PG programs in one season. • Achieve individual targets assigned for the annual recruitment & internships process. • Track and maintain placement & internship database, collecting feedback from all recruiters, all documentation, record keeping, filing, maintaining student tracker, institute calendar etc. • Leverage social media platforms for collecting relevant job opportunities, to network with employers of various designations of companies. • Assist Head Career Services to create brochures, manuals. • Assist Head Career Services to update the content on IIIT-D's placement website & ensure that it is complete, current, relevant, and accurate. • Assist in conducting Mock test, Mock Interviews, Sessions & Start -Up Fair, any important visits & allied task. • Work closely with the Placement Team and student team. • Ability to work with other departments in a cordial professional manner for smooth execution of placements. • Contribute towards any other task assigned by the department /University from time to time. • Excellent oral & written communication skills in English	36

General Information:

- The position is associated with several benefits, including House Rent Allowance (HRA), Dearness Allowance (DA), Travel Allowance (TA), Medical Allowance, National Pension System (NPS), mobile expenses reimbursement, data card reimbursement, LTS reimbursement, Professional Development Allowance (PDA), Group Term Insurance, Group Health Insurance, Children's Education Allowance, and NPL Bonus.
- All posts are contractual; initially for a period of five years or as recommended by the Selection Committee, extendable as per Institute norms and as per provisions of the Recruitment and Promotion Rules for Non-Teaching Staff – 2024.
- Age and experience will be reckoned as on the last date of this advertisement.
- Age Relaxation will be as per norms of Government of India. Employees (including outsourced staff and employees working in Centers, Section-8 companies, etc.) of the Institute will be eligible for age relaxation of up to five years or the serving period, whichever is less.
- Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for the selection process. In this regard, the decision of the Institute will be final and no request in this regard for reconsideration etc. will be entertained through any means.
- A candidate should ensure his/her eligibility before applying and those meeting the eligibility criteria should only apply.
- The application fee of those not shortlisted will not be refunded.
- Grade points, where the University is not following any criteria for conversion into percentage, may be converted to percentage of marks using 10-point scale system.
- Shortlisted candidates will be informed for the selection process through e-mails mentioned in the application form only.
- During document verification/selection process or at any later stage, if it is found that the information provided by the candidate in the application form incorrect, he/she shall be disqualified from the recruitment process or services will be liable for termination without prior intimation.
- The Institute reserves the right to relax any eligibility or experience criteria or increase/decrease the number of post/s or not recruit against the advertised post/s or cancel the advertisement without assigning any reason. In the matters of interpretation, the decision of the appointing authority will be final and binding. The appointing authority may refer the matter to the Board of Governors for any further discussion and decision.
- The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof. The Institute reserves the right to relax age/ experience, in exceptional cases or in case of candidates already holding analogous post in a teaching/Research & Development Organizations/Industry.
- Past experience may be considered in determining the qualifying service, subject to recommendation of the Screening Committee.
- For those candidates who apply while working in private organizations, equivalent experience will be considered.
- A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate and (if applicable) Vigilance Clearance through proper channel.
- Applications received pursuant to the advertisement, shall be scrutinized for eligibility by the Screening Committee to be constituted by the Competent Authority. The Institute can devise additional shortlisting criteria or use higher eligibility/experience, if the number of applications is very large.
- The provisionally shortlisted applicants will be called for further selection process, as determined by Competent Authority.
- Internal candidates, while submitting application for any post for Direct Recruitment, shall duly inform the HR division & Head of the Division. NoC will not be given at later stage, if there is no prior intimation and the candidature may be cancelled.
- The selected candidate/s can be placed in any administrative department/ division of the Institute.
- Deserving candidate's may be given higher starting salary/additional increments/pay protection.
- The appointment of reserved category candidate shall be on provisional basis and will be subject to verification of Caste/ Tribe / PwD certificate etc.

- Candidature is also liable to be cancelled at any stage of the selection process if the documents submitted could not be verified, or any other issue regarding integrity or falsity of claims comes to light.

Application Fee

- A non-refundable application fee of INR 590 will be charged from the candidates applying for each advertised post.
- No application fee will be charged from SC, ST, PwD and women candidates.
- Internal candidates, including allied staff, are also exempted from payment of application fee.

How To Apply

Candidates shall apply online at https://iiitd.nurecampus.com/NURE/OnlineRecruitmentApplication.action .The last date for applying online is 7th December 2026 by 5 PM. Incomplete applications or those whose fees are not paid will be summarily rejected. For any queries related to the recruitment portal process, please email us at admin-hr@iiitd.ac.in.

Sd/-
Registrar