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/MI02263G/ 293005 **Dated:22/01/2021**

Advertisement No.: IITD/IRD/017/2021

Applications from Indian nationals are invited for Project Appointment 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 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	**Delhi Cluster: Delhi Research Implementation and Innovation (DRIIV) (MI02263G)**	
Funding Agency	Office of the Principal Scientific Advisor (GoI)	
Name of the Project Investigator	Prof. V. Ramgopal Rao	
Deptt/.Centre	Office of the Director	
Duration of the Project	Upto:06/12/2023	
Post (s)	Consolidated fellowship / Pay-slab	Qualifications
Administrative Executive Technical (01)	Rs.80,000/-p.m. (consolidated)	**EQ:** Ph.D. with 10 years of relevant experience in handling projects with multidisciplinary teams and government organizations. **Desirable:** The candidate should have (a) Knowledge of Office Procedures, rules & regulations generally operative in Govt. office or in Institutions including experience in handling work in connection with liasoning, business development (b) Excellent written and oral communication skills in English (c) Proficiency in MS office with advanced skills in MS Excel MS access **Job description**: The candidate will work as Administrative Executive and ensure efficient running of Delhi cluster office at IIT Delhi. He/she will be responsible to get reports from all the concerned people and institution in this project.

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 at email id: ddsp@admin.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. Ashok Kumar Ganguli at e-mail id: ddsp@admin.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 e-mail is 05/02/2021 by 5.00 p.m. The shortlisted candidates who are called for interview should bring original certificates (both professional and academic) with a recent passport size photograph at the time of interview.

सहायक कुलसचिव, आईआरडी

वितरण

- Head of the Deptt./Centres/Units : It is requested that the contents of the Above Advt. be brought to the notice of the staff working in your Deptt./Centre/Unit
- Webmaster, IRD : To put advertisement at IITD website.
- Notice Boards
- Advertisement file
- Prof. V. Ramgopal Rao, PI, Office of the Director
- Prof. Ashok Kumar Ganguli, Co-PI, Department of Chemistry
- Copy to Chairperson, DRC/CRC
  Dr. Harshita Bhatnagar, RD Coordinator, (R&D) Wing