



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

Advt. No. E-II/06/2024(W) Dated March 14, 2024

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 02 Consultants for Office of Dean (Faculty). The engagement will be purely on contract basis initially for a period of 01 year which can be extended upto maximum 05 years, subject to requirement and after review of satisfactory work performance based on functional need, at a consolidated remuneration as per details given below:

Engagement position	Consolidated Remuneration	Age Limit	Qualifications and skills required
Consultant (02)	Rs. 1,50,000/- (Per month)	Below 42 years	Essential Qualification & Experience: (i) MBA preferably in HR, with more than 05 years of relevant post qualification experience in an Educational / Technical Institute. (ii) Experience in handling computerized administration & data analysis. (iii) Good oral and written communication and inter-personnel skills.

Roles and responsibilities:

- Assist in faculty and chair selections, as well as selections for research and travel awards.
- Research, compile, organize, and analyze data to prepare summaries, reports, and special studies for the Dean.
- Provide administrative support to the Dean which includes draft correspondence, compilation of reports, and other documents for their review or signature.
- Maintain print and digital records in files, databases, repositories, and other record management systems.
- Review, proofread, and edit documents for the Dean; assure confidentiality and discreet handling of all business.
- Provide recommendations to the Dean regarding the establishment, maintenance, and revision of office procedures, guidelines, and general operations of the office; maintain Dean's Office procedures manual to ensure consistent performance of routine activities; participate in preparation of the office budget.
- Serve as recording secretary for selected meetings; includes compiling, transcribing, distribution, and retention of minutes.
- Coordinate special events such as All Faculty Meet, New Faculty Orientation programs etc.

NOTE:

1. Please note that this is purely a temporary engagement and appearance in the Interview and selection thereafter, does not entitle for any claim what-so-ever for permanency on the regular establishment of IIT Delhi.
2. Immediate joinee will be preferred.

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3. (a) Candidates are required to submit the prescribed application form affixed with recent passport size photograph duly filled by him/her. The specimen of "Application Form" is available on the Website of IIT Delhi <www.iitd.ac.in> (Please see link [Jobs@IITDelhi](#), under the heading **Non-Academic**). **The prescribed filled in application form alongwith self-attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at e2recruit@admin.iitd.ac.in by 28.03.2024 (Thursday). There is no need to submit hard copy through Post/Courier.**
 - (b) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and details of work experience. The incomplete application form will be summarily rejected.
 - (c) Applications received within the due date will be shortlisted by a Committee and only the shortlisted candidates will be considered for Interview.**
 - (d) The date of Interview will be intimated separately through e-mail to shortlisted candidates only.
4. Candidates must produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and also work experience at the time of Written Test/ Interview/Joining, if selected.
5. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

**Rectt. Cell (Estt.-2)
IIT Delhi**