



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

Advt. No. E-II/08/2024(W) Dated April 9, 2024

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 02 Consultants (Administrative) and 01 Consultant (Technical Administration) for the Office of Dean (Student Affairs). 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	Essential Qualification & Experience
Consultant (Administrative) (02)	Rs. 1,25,000/- to Rs. 1,50,000/- (Per month)	Below 45 years	<p><u>Qualification:</u> Master of Arts (Public Administration) OR Master of Business Administration (i.e., MPA or MBA) with at least 60% in total marks or equivalent CGPA. Fresh MPA/MBA, at least with final marksheet, may also apply.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none">• Pre- and/or Post- above Qualification Experience (i.e., minimum total experience) - At least 05 years of relevant* administrative experience as Senior Assistant (or higher) or Secretary to Reporting Officer (or higher) in any Govt./Autonomous Institution under any Ministry of Govt, preferably in an educational institution equivalent to, or in, the IIT system.• Good oral, written communication, and inter-personnel skills. <p><u>*Roles and responsibilities:</u></p> <ol style="list-style-type: none">1. Serve as the first point of contact in the office of Dean Student Affairs for all students of IIT Delhi and visitors to the office.2. Secretarial, administrative and coordination work in the office of Dean Student Affairs.3. Work as Personal Secretary for any of the following four reporting officers (sometimes simultaneously): Dean of Student Affairs, Associate Dean Hostel Management, Associate Dean Student Welfare, Associate Dean Student Events.4. Maintaining proper calendar, schedule of events, meetings, and activities of the above reporting officers.5. Liaison with (a) various administrative offices, (b) all student representatives (elected / nominated / selected), (c) the counseling unit, (d) the Security Unit, at IIT Delhi.6. Maintaining detailed documentation of all activities undertaken by the office of Dean Student Affairs via proper e-filing and / or paper-filing system.7. Drafting standard emails, responses, notes, notices etc. for, and ensure timely needful action required from, any of the above four (see "3" above) reporting officers.8. Manage complete logistics of operations of the office of Dean Student Affairs (e.g., travel arrangements, accounts and expenditures incurred in the office, purchases etc.).

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			<p>9. Coordination for various tasks for all hostels in the campus.</p> <p>10. Maintenance of, and ensuring proper access to, relevant records for variety of student requirements (e.g., processing vehicle stickers for day scholars, and processing "No-Dues" etc.).</p> <p>11. Working hours 0900 - 1800 hours (with lunch break), however extended hours and work on weekends / holidays will be required from time to time. Considering the broad scope of requirements and activities, late evenings may also be required regularly. 24x7 on-call availability is a must.</p>
<p>Consultant (Technical Administration) (01)</p>	<p>Rs. 1,25,000/- to Rs. 1,50,000/- (Per month)</p>	<p>Below 45 years</p>	<p>Qualification: M.Sc. (First class/division) with minimum 08 years of post-qualification experience.</p> <p>Experience:</p> <ul style="list-style-type: none"> • At least 05 years of experience in technical domains (software handling/development/testing, technical lead etc.). • In addition to the above, at least 03 years of relevant* experience as Executive/Administrative Assistant (or higher) in an educational/technical institution (Govt./Autonomous Institution under any Ministry of Gov) equivalent to, or in, the IIT System. • Good oral, written communication, and inter-personnel skills. <p>*Roles and responsibilities:</p> <ol style="list-style-type: none"> 1. Assist in regular operations of the office of Dean Student Affairs (https://dos.iitd.ac.in/). 2. Provide administrative and technical assistance to the Dean of Student Affairs and the three Associate Deans- Hostel Management, Student Events and Student Welfare. 3. Handle all technical administrative requirements, e.g., data management pertaining to student records, logistics pertaining to hostel allotment, electronic and on-ground implementation of Institute policies pertaining to all student activities under the purview of the office of Dean Student Affairs. 4. Proper maintenance of records via e-filing and paper-filing. 5. Preparation of drafts of documents to be sent to various offices, Ministries under Govt. of India within prescribed deadlines (often less than 24 hours). 6. Preparation of draft responses to RTIs by collecting, analyzing, and presenting required data. 7. Maintaining proper channels of information flow (input, output) pertaining to all student-related activities under the purview of the office of Dean Student Affairs. 8. Maintain continuous and proper liaison with other administrative offices, including all hostels, at IIT Delhi. 9. Ability to work independently, with little supervision along with multi-tasking capabilities. 10. Working hours 0900-1800 hours (with lunch break), however extended hours and work on weekends/holidays will be required from time to time.

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.
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 25.04.2024 (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**