ADVERTISEMENT NO. E-II/10/2019 (W)
Walk-In-Written Test/ Interview

This is in supersession of earlier notification of advertisement issued vide
No. IITD/Estt.-2/Rectt./2019/92462 dated 29.03.2019

Applications are invited from Indian Citizens for 01 post of Junior Assistant (Admin.) on purely contract basis for Office of Dean (Academics), IIT Delhi. The appointment may be made initially for a period of 01 year, renewable subject to requirement & satisfactory work performance as per details mentioned below:

<table>
<thead>
<tr>
<th>Post</th>
<th>Consolidated Salary</th>
<th>Age Limit</th>
<th>Minimum Qualification / Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Assistant (Admin.)</td>
<td>Rs. 25,000/- per month (with 10% annual increment)</td>
<td>Not exceeding 35 years as on the date of Interview.</td>
<td>Graduate degree and 05 years work experience with good knowledge of MS Office tools, drafting of letters in English, and good command over English.</td>
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</tbody>
</table>

Date of Written Test/ Interview: 11.04.2019 (Thursday)
Time of Reporting for Written Test/ Interview: 11:00 a.m.
Venue: Committee Room of Dean, Student Affairs (MS- 207/A-1 Ph-II), IIT Delhi, New Delhi -110016

NOTE:
1. No candidate may be entertained if, he/she reports after the above mentioned time of reporting.
2. There may be a Written Test to shortlist the candidates and only those who will qualify the Written Test, as per the decision of Competent Authority, may be shortlisted for Interview.
3. Please note that this is purely a temporary arrangement and appearance in the Walk-In-Written Test/Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.
4. Immediate joinee will be preferred.
5. No T.A/ D.A will be paid for attending the Written Test/ Interview.
6. The candidates who fulfill the above qualifications/experience exact skill set as mentioned should report for Interview at above venue. Please bring your formal application along with Bio-data having complete information regarding educational qualification indicating percentage of marks of each examination passed, details of work experience etc. and a recent passport size photograph, along with Original and self attested photocopies of certificates (academic & professional) addressed to Assistant Registrar (Rectt. Cell), IIT Delhi. The specimen of "Application Form" is also available on the Website of IIT Delhi <www.iitd.ac.in> (Please see column Jobs@IITDelhi, under the heading non-academic).

DISTRIBUTION
1. Institute Website
2. Notice Boards of IIT Delhi
3. Dean (Academics)
4. Secretary to Dy. Director (Operations)
5. Secretary to Registrar

Asstt. Registrar
(Rectt. Cell)