Only ONLINE applications in the prescribed form are invited from the eligible staff members of the Institute (Internal candidates) under Limited Departmental Examination (LDE) as per Recruitment Rules, for the following Group ‘C’ posts:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post</th>
<th>Group</th>
<th>Deptt./ Centre/ Section/ Unit</th>
<th>No. of vacancies</th>
<th>Pay Band/ Pay Scale/ Grade Pay as per 6th CPC</th>
<th>Pay Band/ Pay Scale/ Grade Pay as per 7th CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Junior Assistant (Accounts)</td>
<td>C</td>
<td>Administration</td>
<td>02</td>
<td>PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-</td>
<td>Level 3 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>02.</td>
<td>Junior Assistant</td>
<td>C</td>
<td>Administration</td>
<td>07 01 01 09</td>
<td>PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-</td>
<td>Level 3 of Pay Matrix as per 7th CPC</td>
</tr>
</tbody>
</table>

**Prescribed Minimum Qualification / Experience:**

**01. Junior Assistant (Accounts)**

Open to existing (erstwhile) Group ‘D’ employees of IIT Delhi with at least 08 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary /ITI of two years duration after Secondary School) from a recognized Board.

Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

**02. Junior Assistant**

Open to existing (erstwhile) Group ‘D’ employees of IIT Delhi with at least 08 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary / ITI of two years duration after Secondary School) from a recognized Board.

Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

**GENERAL INSTRUCTIONS:-**

1) Candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying.
2) This advertisement is meant only for regular employees of the Institute (through Establishment-2 Section).

3) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.

4) The criteria for selection for said Group ‘C’ posts will be as under:

<table>
<thead>
<tr>
<th>Step I:</th>
<th>Step II:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Test</td>
<td>Computer Test</td>
</tr>
<tr>
<td>70 marks</td>
<td>30 marks</td>
</tr>
</tbody>
</table>

Total: 100 marks

The minimum qualifying marks for Written & Computer Test in general will be 60 % (Relaxation/Concession to SC/ST/OBC candidates may be given as per GOI’s rules). Only the candidates who will qualify the Step I (Written Test) will be called for Step II (Computer Test) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

5) IIT Delhi also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.

6) In case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

7) The age of superannuation for all the posts is 60 years.

8) (a) The candidates are required to apply **ONLINE** only from **03.05.2019 to 13.05.2019 upto 04:00 p.m.**

   (b) For submission of application through ONLINE, to logon to

   [https://ecampus.iitd.ac.in/IITDSR-0/login](https://ecampus.iitd.ac.in/IITDSR-0/login)

   or alternatively

   click on Jobs@IITD section of IIT Delhi Portal

   Go to Non Academic Staff -> Group ‘B’ & ‘C’ Positions -> Click on Apply Now

   First the user is expected to do a registration using any of their email id. Upon registration system will send a OTP to the registered email id. Enter the OTP in the link provided with that the user can enter the system for applying for various positions.

   (c) Incomplete application will be summarily rejected.