Applications are invited from Indian Citizens for **01 post of Senior Assistant, 01 post of Assistant and 01 post of Junior Assistant** on purely contract basis for Computer Science & Engineering, IIT Delhi. The appointment may be made for a period of 05 years only, renewable after every one year subject to satisfactory performance and with a starting consolidated salary as per details mentioned below:

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<th>Post</th>
<th>Consolidated Salary</th>
<th>Age Limit</th>
<th>Minimum Qualification / Experience</th>
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| **Senior Assistant** | Rs. 46,800/- per month (with 10% annual increment) | Not above 35 years (as on date of Interview) | **Essential Qualification:** M.A/ M.Com/ M.Sc. degree with at least 55% marks and 01 year diploma in Computer & applications.  
**Experience:** 08 years of relevant experience in all aspects of office management including the use of computers, web-services, MS office, Internet, E-mail, e-office and e-admin, of which 06 years experience should be at level of Junior Assistant or above and 01 year experience should be at Sr. Assistant having dealt with the following:  
a) P.A to Head of the Department.  
b) Establishment & Administrative matters and Document Management (Faculty and Students records, Inventory and Purchase Records Management).  
c) Work connected with meetings, conference & coordination.  
d) Administrative & conduct of examinations.  
e) Knowledge of office computer and software. |
| **Assistant**       | Rs. 35800/- per month (with 10% annual increment) | Not above 30 years (as on date of Interview) | **Essential Qualification:** Graduate degree or above with at least 55% marks in the highest degree plus minimum 02 years experience at level of Junior Assistant and Diploma in Computers (Minimum 06 months).  
**Desirable:** Postgraduate degree.  
**Experience:** 04 years of relevant experience in all aspects of office management including the use of computers, web-services, MS office, Internet, E-mail, e-office and e-admin, of which 02 years experience should be at level of Junior Assistant dealt with the following:  
a) Faculty and Students Records Management.  
b) Work connected with meetings, conference & coordination.  
c) Admissions & conduct of examinations.  
d) Inventory Management and Purchases Records.  
e) Knowledge of computers. |

Cont..2
### Junior Assistant

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| Junior Assistant      | Rs. 30700/- per month (with 10% annual increment) | Not above 30 years (as on date of Interview) | Essential Qualification: Graduate degree and Diploma in Computers (Minimum 06 months).
| (01 post)             |                     |                                                | Experience: 02 years of relevant experience in all aspects of office management including the use of computers, web-services, MS office, Internet, E-mail, e-office and e-admin, of which 01 year experience should be at level of Junior Assistant dealt with the following:
|                       |                     |                                                | a) Inventory and Purchases Records Management.
|                       |                     |                                                | b) Work connected with meetings, conference & coordination.
|                       |                     |                                                | c) Admissions & conduct of examinations.
|                       |                     |                                                | d) Knowledge of computers. |

#### Date of Written Test/Interview
- **06.05.2019 (Monday)**
- **Time of Reporting for Written Test/Interview**: 10:00 A.M
- **Venue**: Room No. IIA-404, Department of Computer Science & Engineering, Bharti Building, 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).

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2. Notice Boards of IIT Delhi
3. Head, Computer Science & Engineering
4. Secretary to Dy. Director (Operations)
5. Secretary to Registrar

Asstt. Registrar
(Rectt. Cell)