Applications are invited from Indian Citizens for **01 post of Assistant** on purely contract basis for Department of Computer Science & Engineering, IIT Delhi. The appointment may be made for a period of 01 year, renewable subject to requirement & satisfactory work performance 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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</thead>
</table>
| Assistant  | Rs. 30,250/- per month from CSE Alumni Fund (with 10% annual increment) | Not exceeding 30 years (on date of interview) | Essential Qualification: Masters Degree (M.A., M.Com., M.Sc.) with at least 55% marks and Diploma in Computers (minimum 06 months).
Experience: 05 years of relevant experience in all aspects of office management including the use of computers, web-services, MS Office, Internet, E-mail, tally, ERP9, e-office and e-admin, good computing and Communications skills of which 06 months experience should be at level of Junior Assistant or above having dealt with the following:
(a) Maintenance of Accounts, priced stores ledgers, processing of bills
(b) Stores & Purchase procedures
(c) Work connected with meetings, conference co-ordination.
(d) Maintenance of records and documentation |

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<thead>
<tr>
<th>Date of Written Test/ Interview</th>
<th>Time of Reporting for Written Test/ Interview</th>
<th>Venue</th>
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<tbody>
<tr>
<td>15.07.2019</td>
<td>9.30 AM</td>
<td>Room No IIA-404, Department of Computer Science &amp; Engineering, Bharti Building, Hauz Khas, New Delhi</td>
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</tbody>
</table>

**NOTE:**

1. No candidate may be entertained if, he/she reports after the above mentioned time of reporting. Interview process will start at 10.00 AM.
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 whatsoever or permanency on the regular establishment of IIT Delhi.
4. Immediate joining will be preferred.
5. No T.A/ D.A will be paid for attending the Written Test/ Interview.
6. The candidates who fulfil 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 containing complete information regarding educational qualifications 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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