Applications are invited from Indian Citizens for 01 post of Senior Assistant on purely contract basis for Corporate Relations Office. The appointment may be made for a period of 01 year, with a consolidated salary 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>Senior Assistant (01 Post)</td>
<td>Rs. 36,000/- per month</td>
<td>Not exceeding 40 years as on the date of Interview.</td>
<td>Post Graduate with minimum 60% marks (In Bachelors as well as in Masters degrees). Advanced Computer, Communication and proposal writing skills. Relevant Corporate Social Responsibility (CSR) Certifications or prior experience in CSR activities is highly desirable. Minimum 03 years of relevant experience in similar role.</td>
</tr>
</tbody>
</table>

**Date of Written Test/ Interview**

<table>
<thead>
<tr>
<th>Date of Written Test/ Interview</th>
<th>Time of Reporting for Written Test/ Interview</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.04.2018 (Thursday)</td>
<td>09:30 a.m.</td>
<td>Board Room, Near Director’s Office, Main Building, IIT Delhi, Hauz-Khas, New Delhi- 110016</td>
</tr>
</tbody>
</table>

**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-Test/Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.
4. No T.A/ D.A will be paid for attending the Written Test / Interview.
5. The selected candidate will be required to join the duty within 10 days from the date of issue of offer letter.
6. The candidates who fulfill the above qualifications/experience exact skill set as mentioned should report for Written Test/ 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 (Estt-2), 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).

Asstt. Registrar (Rectt. Cell)

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