Applications are invited from Indian Citizens for **01 post of Administrative Assistant** on purely contract basis for Office of Off-Campus Accommodation (OCA), IIT Delhi. The appointment may be made initially for a period of 01 year, renewable year to year basis 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>Administrative Assistant (01 post)</td>
<td>Rs. 35,000 – 40,000 per month</td>
<td>Below 30 years as on the date of Interview</td>
<td><strong>Job requirement:</strong> Managing daily office operations of OCA. Liaison with vendors. Providing support to OCA students. Helping Chairman and Vice Chairman in finalizing space aggregation. Fluent in conversation. <strong>Essential Qualification:</strong> M.B.A Degree with at least 55% marks. Additional 01 year of administrative experience will be preferred. Well versed with computers and MS-Office.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Interview</th>
<th>Time of Reporting for Interview</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.09.2019 (Tuesday)</td>
<td>12:00 Noon</td>
<td>Committee Room of Dean, Student Affairs (MS- 207/A-1 Ph-II), IIT Delhi, 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-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 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, Students Affairs
4. Chairman, Off-Campus Accommodation
5. Secretary to Dy. Director (Operations)
6. Secretary to Registrar

Asstt. Registrar (Rectt. Cell)