Applications are invited from Indian Citizens for the post of Planning Manager and Data analyst on purely contract basis for Planning Unit, the appointment may be made for a period of 03 years only, renewable after every one year subject to performance and 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>Planning Manager</td>
<td>Rs. 70,000/- (01 Post)</td>
<td>Not exceeding 40 years as on the date of Interview (The retired employees upto the age of 62 yrs. from Govt./ PSU/ leading consultancy organisations like KPMG, PWC, Deloitte, Mckinsey etc. may also apply for this post. However the maximum salary is restricted upto Rs. 70,000/-)</td>
<td>Essential: 1. MBA (Finance)/ CA/ B.E./ B.Tech. with a minimum of 60% marks from a recognized University/ Institute with five years of relevant experience and a good knowledge of understanding and interpreting financial statements. 2. Relevant experience would include experience in preparation and monitoring of budgets of medium to large organizations/ Institutions; data collection from various sources and analysis using statistical software; report preparation. Desirable: Fluency in English; Proficiency in Accounting Software and general administration.</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>Rs. 35,000/- (01 Post)</td>
<td>Not exceeding 35 years as on the date of Interview</td>
<td>Essential: 1. M.Sc. in Statistics / Mathematics/ Computer Science/ Information Technology or MCA/ CA/ B.Tech. with minimum of 60% marks from a recognized University/ Institute with three years of relevant experience. 2. Expertise in data collection from various sources and analysis using statistical software and report preparation. 3. Expertise in MS Office, particularly Word, Excel, Access and Power Point. Desirable: Fluency in English; ability to work independently and general administration.</td>
</tr>
</tbody>
</table>

**Date of Written Test**
- 16.03.2018 (Friday)
- Time of Reporting for Written Test (for both posts): 10:00 a.m.
- Only those candidates shortlisted on the basis of Written Test performance will be called for interview. Date & Time will be intimated subsequently.

**Venue**
- Senate Room, Near Director's Office, Main Building, 1st Floor, IIT Delhi
NOTE:

1. No candidate may be entertained if he/she reports after the above mentioned time of reporting.

2. There will be a Written Test to shortlist the candidates, and only those who will score 60% or more marks in Written Test may be shortlisted for Interview.

3. The candidates already serving are required to produce NOC from their employer at the time of Written Test/Interview. The selected candidate is required to join the post within 10 days from the date of issue of offer letter, failing offer may be canceled. No request for extension in joining time will be entertained.

4. 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 whatsoever or permanency on the regular establishment of IIT Delhi.

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 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).

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