

Advertisement for Non-Academic Post in the Academics Division

Advt. No.27/ 2025

Date:6th October, 2025

Online Applications are invited for the following posts on third-party payroll for a duration of one year (extendable on a performance basis) at the Indraprastha Institute of Information Technology, Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

Post Summary

S. No	NO OF POSTS	POST NAME	SALARY
1	02	Junior Assistant (Academics)	Rs. 25000/- Per Month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	QUALIFICATION
Junior Assistant (Academics)	<p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Prepare and maintain documents using MS Word and Excel • Create basic reports and presentations using PowerPoint • Handle day-to-day administrative tasks • Communicate effectively with internal teams and external stakeholders • Assist in data entry, record keeping, and documentation • Support team members with general office duties <p><u>General Requirements:</u></p> <ul style="list-style-type: none"> • Strong organizational skills with attention to detail. • Ability to multitask, prioritize, and meet deadlines in a dynamic environment. 	Graduation

General Information:

- 1) This is a contract position on third-party payroll.
- 2) Only the shortlisted candidates will be contacted for further selection process through email.

How To Apply:

Candidates shall share a detailed CV on recruitment@iiitd.ac.in. The last date for applying is **27th October, 2025, by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF JUNIOR ASSISTANT (ACADEMICS)”.

**-sd-
Registrar**