(A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)

Advertisement for Non-Academic Posts on Consolidated Salary

Advt. No. 30/2025   **Date: 26th November 2025**

Online Applications are invited for the following posts **ON CONSOLIDATED SALARY** for a duration of six months (extendable) 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	CONSOLIDATED SALARY
1	1	Executive Assistant (IRD)	INR 40,000 per month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Executive Assistant (IRD)	The ideal candidate should be highly organized, detail-oriented, and capable of managing multiple tasks while maintaining a high level of professionalism. The indicative skill set/job description is as mentioned below: • End-to-end employee work life cycle management, including, but not limited to • Project Recruitment support. • Joining formalities. • Project Recruitment Record Management. • End-to-end leave Management. • Documentation Management • Review Management (Probation review, Term Review, Promotion Review). • ERP Module Management. • Coordination with Advertising agencies and the internal department	Any Graduate/Post Graduate having 2-3 years of experience in Admin & HR. Payroll Management MBA (HR) will be preferred.

	• Handing /Taking over Notes, Full & Final Settlement of the Project staff	
	• Processing of the Monthly Stipend sheet	
	• Any other task assigned by Competent Authorities	

General Information:
- The above posts are on Consolidated Salary & purely contractual in nature. The tenure will be initially for a period of 6 months, which is extendable based on requirements.
- The contract can be terminated with 15 days' notice. The contract can be extended based on the employee's performance and the Institute's requirements.

How To Apply:

Candidates shall share a detailed CV and Cover Letter mentioning 'why you are interested in this role' on recruitment@iiitd.ac.in. The last date for applying is December 12, 2025, by 5:00 PM. Please mention the subject line as APPLICATION FOR THE POST OF.

Registrar