



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

Advertisement for Non-Academic Post

Advt. No. 28/ 2025

Date: 7th October, 2025

Online Applications are invited for the following post 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	1	Junior Assistant (Travel Desk)	Rs. 30,000/- Per Month (tentative)

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Junior Assistant (Travel Desk)	<u>Key Responsibilities:</u> <ul style="list-style-type: none">• Coordinate domestic and international travel arrangements for faculty, staff, and students.• Manage bookings for air, rail, taxi, and accommodation in line with institute policies.• Liaise with travel agencies and vendors to ensure cost-effective and timely services.• Assist with visa documentation, travel insurance, and reimbursement processes.• Maintain travel records, approvals, budgets, and related correspondence.• Provide logistical support during conferences, workshops, and academic events.• Put up Bills for timely payments to vendors and get proper information, reconciliation of the bills on a fortnightly/monthly basis.• Any other task assigned from time to time	<ul style="list-style-type: none">• Bachelor's degree in any discipline.• A diploma/certification in travel and tourism will be an advantage.• Experience in the relevant field will be preferred• Strong communication, coordination, and negotiation skills.• Proficiency in MS Office and familiarity with online booking tools and travel management systems.

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 **19th October, 2025, by 5 PM**. Please mention the subject line as "APPLICATION FOR THE POST OF JUNIOR ASSISTANT (Travel Desk)".

Registrar