



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

**Advertisement for Non-Academic Post in the Placement & IOP Office, IIIT Delhi**

**Advt. No.01/ 2026**

**Date: 20<sup>th</sup> January 2026**

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 (Placements)	Rs. 25000/- Per Month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	QUALIFICATION
Junior Assistant (Placements)	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>• Prepare and maintain documents using MS Word</li><li>• Maintaining accurate data in MS Excel</li><li>• Create basic reports and presentations using PowerPoint</li><li>• Handle day-to-day administrative tasks</li><li>• Assist in data entry, record keeping, and office documentation</li><li>• Support team members with general office duties</li></ul> <p><b><u>General Requirements:</u></b></p> <ul style="list-style-type: none"><li>• Strong organizational skills with attention to detail.</li><li>• Should be flexible to work early and late hours as per need.</li><li>• Ability to multitask, prioritize, and meet deadlines in a dynamic environment.</li><li>• Must have past experience in MS Office, Outlook, Excel &amp; office work.</li></ul>	Graduation or above

**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](mailto:recruitment@iiitd.ac.in). The last date for applying is **27<sup>th</sup> January 2026, by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF JUNIOR ASSISTANT (PLACEMENTS)”.

**-sd-  
Registrar**