



(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: 20th 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><u>Key Responsibilities:</u></p> <ul style="list-style-type: none">• Prepare and maintain documents using MS Word• Maintaining accurate data in MS Excel• Create basic reports and presentations using PowerPoint• Handle day-to-day administrative tasks• Assist in data entry, record keeping, and office 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.• Should be flexible to work early and late hours as per need.• Ability to multitask, prioritize, and meet deadlines in a dynamic environment.• Must have past experience in MS Office, Outlook, Excel & office work.	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. The last date for applying is **27th January 2026, by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF JUNIOR ASSISTANT (PLACEMENTS)”.

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Registrar