# INDRAPRASTHA INSTITUTE *of* INFORMATION TECHNOLOGY DELHI

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

**Advertisement for Non-Academic Posts**

**Advt. No.02/ 2026 (A)**                                                                     **Date:  5ᵗʰ February 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 CONSOLIDATED (Per month) |
|-------|-------------|-----------|----------------------------------|
| 1 | 01 | Junior Assistant (Registrar's Office) | Rs. 30,000/- |

The detailed guidelines about the post are as below:

| POST NAME | ROLE OVERVIEW | QUALIFICATION |
|-----------|---------------|---------------|
| Junior Assistant (Registrar's Office) | • Assist in the day-to-day administrative work of the Registrar's Office.<br>• Maintain and update official records, files, and registers (both physical and digital).<br>• Handle correspondence, including drafting, typing, dispatching, and receiving official communications.<br>• Assist in preparation, circulation, and maintenance of office notes, orders, and circulars.<br>• Coordinate with various departments/sections for administrative and academic matters.<br>• Maintain confidential files and documents with accuracy and discretion.<br>• Provide logistical support for meetings, committees, and official events.<br>• Assist in data entry, record verification, and report preparation as required by the Registrar.<br>• Ensure compliance with institutional rules, procedures, and timelines.<br>• Perform any other duties assigned by the Registrar from time to time. | Graduate and experienced in the mentioned field |

**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 their detailed CVs to **recruitment@iiitd.ac.in**. The last date for applying is **20th February 2026, by 5 PM**. Please mention the subject line as "APPLICATION FOR THE POST OF _____".

**-sd-**
**Registrar**