



(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

Date: 23 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 CONSOLIDATED (Per month) |
|-------|-------------|---------------------------------------|---------------------------------|
| 1 | 01 | Resident Doctor | Rs. 1,00,000/- |
| 2 | 03 | Staff Nurse | Rs. 25,000/- |
| 3 | 01 | Junior Assistant (Registrar's Office) | Rs. 30,000/- |

The detailed guidelines about the post are as below:

| POST NAME | ROLE OVERVIEW | QUALIFICATION |
|-----------------|--|---|
| Resident Doctor | <p>Key Responsibilities:</p> <ul style="list-style-type: none">Provide free medical consultation and clinical support at the Institute Infirmary.Attend to employees of all categories, their family members, and students of the Institute.Be available during night hours and beyond normal duty hours for medical emergencies.Handle minor casualty cases at the Infirmary.Refer major casualty cases to the nearest or empaneled hospitals as required.Assist and advise the Institute Authorities in the procurement of medicines and medical items for the day-to-day functioning of the Infirmary.Coordinate with the Dean of Student Affairs, which will act as the reporting administrative unit.Available for exigencies during the night beyond normal duty hours.Follow OPD timings and other service conditions as mutually agreed upon with the Dean (Student Affairs). | MBBS degree with valid registration. The candidate with clinical experience will be preferred. |

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|---------------------------------------|--|--|
| Staff Nurse | <ul style="list-style-type: none"> • Patient Care and Monitoring: Conduct thorough patient assessments, monitor vital signs, and ensure patient comfort. You will play a pivotal role in maintaining high standards of clinical care. • Emergency Response: In situations requiring urgent attention, you will respond quickly and efficiently, using your clinical expertise to stabilize patients and provide immediate care. • Safety and Compliance: Adhere to all healthcare regulations, safety protocols, and infection control standards to maintain a safe environment for both patients and staff. • In Case a patient is referred to the higher centre by a Duty Doctor, you have to accompany the patient along with a caretaker and hand over the patient safely to the hospital authorities. • To ensure all the instructions issued by the treating doctor are properly carried out. • To perform rotating shift duties, including Night Shift. • To maintain all records and registers pertaining to the health centre. • To maintain the safety of the health centre equipment. • To observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines. • To supervise the work of the cleaning staff and ensure the cleanliness of the health centre. • To perform any other duties and responsibilities entrusted by the administration. | <p>B.Sc Nursing from an Indian Nursing council recognized Institute/University.</p> <p>OR</p> <p>Post-basic B.Sc Nursing from an Indian Nursing Council-recognized institute/University.</p> <p>OR</p> <p>Diploma in General Nursing and Midwifery from an Indian Nursing Council-recognized institute/University.</p> <p>A minimum of 1 year of experience working in a hospital setup is required. Should be registered in the Indian/State Nursing Council.</p> |
| Junior Assistant (Registrar's Office) | <ul style="list-style-type: none"> • Assist in the day-to-day administrative work of the Registrar's Office. • Maintain and update official records, files, and registers (both physical and digital). • Handle correspondence, including drafting, typing, dispatching, and receiving official communications. • Assist in preparation, circulation, and maintenance of office notes, orders, and circulars. • Coordinate with various departments/sections for administrative and academic matters. • Maintain confidential files and documents with accuracy and discretion. • Provide logistical support for meetings, committees, and official events. • Assist in data entry, record verification, and report preparation as required by the Registrar. • Ensure compliance with institutional rules, procedures, and timelines. • Perform any other duties assigned by the Registrar from time to time. | <p>Graduate and experienced in the mentioned field</p> |

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@iitd.ac.in**. The last date for applying is **28th January 2026, by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF _____”.

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Registrar