



(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.04/ 2026

Date: 10th March 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)	<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.	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 March 2026, by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF _____”.

**-sd-
Registrar**