



(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.12/ 2026**

**Date: 21-04-2026**

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 (SSH)	Rs. 30,000/-

The detailed guidelines about the post are as below:

POST NAME	ROLE OVERVIEW	QUALIFICATION
Junior Assistant (Department of Social Science and Humanities)	<ul style="list-style-type: none"><li>• Excellent communication skills (Oral and Written) in English and Hindi.</li><li>• Noting/ Drafting skills.</li><li>• Interest or experience in design-related activities</li><li>• Good problem-solving skills.</li><li>• Ability to quickly learn organisation &amp; processes</li><li>• Verification of Documents</li><li>• Ability to maintain interpersonal and professional relationships.</li><li>• Experience in managing the office of the top/middle-level executives in corporate/academic institutions.</li><li>• Fluency with computing systems, website management, Microsoft Office Suite, including Excel and Word, design-related software such as Adobe Illustrator, etc.</li><li>• In organizing events, meetings, interviews, and related activities.</li><li>• For record-keeping, tracking, and filing paperwork.</li><li>• In procuring and managing assets.</li><li>• In budget planning &amp; management of finances.</li></ul>	Graduate and above (Experienced in the mentioned field)

	<ul style="list-style-type: none"><li>• With academics, placement, recruitment, and other important activities for the department.</li><li>• To create visibility and enhance the brand of the department by</li><li>• Ensuring that the department website is up to date.</li><li>• Creating annual reports and other collateral for outreach.</li><li>• To provide necessary support to officials of the Institute.</li><li>• HR and Financial Files liasoning with the admin unit across IIIT</li></ul>	
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**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 **27<sup>th</sup> April 2026, by 5 PM**. Please mention the subject line as “APPLICATION FOR THE POST OF \_\_\_\_\_”.

**-sd-  
Registrar**