



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

**Advertisement for Non-Academic Post on Consolidated Salary**

**Advt. No. 05/2026**

**Date: 23-03-2026**

Online Applications are invited for the following post **ON CONSOLIDATED SALARY** (on contract basis) for a period of one year (extendable) 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	CONSOLIDATED SALARY
1	01	Executive (Project -HR)	INR 40,000-50,000 per month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Executive (Project - HR)	<p>The ideal candidate should be highly organized, detail-oriented, and able to manage multiple tasks while maintaining a high level of professionalism. The indicative skill set/job description is as mentioned below:</p> <ul style="list-style-type: none"><li>• End-to-end employee work life cycle management</li><li>• Project recruitment support</li><li>• Project recruitment record management</li><li>• Review Management (Probation review, Term Review, Promotion Review)</li></ul>	<p>Any Graduate/Post Graduate having 3 years' experience of Administration &amp; HR.</p> <p>MBA (HR) will be preferred.</p>

	<ul style="list-style-type: none"><li>• All tasks related to project recruitment &amp; manpower management</li><li>• Any other task assigned by the Reporting Officer.</li></ul>	
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**General Information:**

1. The above post is on Consolidated Salary.
2. The appointment will be purely on contract basis for a period of one (01) year with a probation period of three (03) months. The contract may be extended annually based on requirement and performance.
3. This appointment does not grant you any right or claim for appointment for regular position or extension at the same level.
4. The appointment can be terminated by giving one-month notice or one-month salary in lieu of notice by either side.

**How To Apply:**

Candidates shall share a detailed CV and Cover Letter mentioning 'why you are interested in this role' on [recruitment@iiitd.ac.in](mailto:recruitment@iiitd.ac.in). The last date for applying is 9<sup>th</sup> April 2026 by 5 PM. Please mention the subject line as “APPLICATION FOR THE POST OF EXECUTIVE (PROJECT -HR)”.

Sd/-  
Registrar