



(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. 08/2026**

**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	Grant Officer	INR 60,000-70,000 per month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Grant Officer	<p>The ideal candidate should be highly organized, detail-oriented, and capable of managing 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>• Maintaining a database of the funding agencies (national &amp; international)</li><li>• Search for the Call for Proposal and update on IRD Website</li><li>• Documentation for proposal, reimbursement &amp; checklist</li><li>• After Grant processes</li></ul>	<p>Any Graduate/Post Graduate having 5 years' experience of Administration &amp; Communication.</p> <p>Work experience in a Research Institute is must.</p> <p>Working on the post of Project Officer/ Grant Officer will be preferred.</p>

	<ul style="list-style-type: none"><li>• Proposal repository &amp; interim trackers</li><li>• Project database management, reports and data submission for various institutional requirements</li><li>• Project Proposal Dashboard and Negotiations for Award, if any</li><li>• Any other task/work given by the Reporting Officer/Competent Authority.</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 GRANT OFFICER”.

Sd/-  
Registrar