



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

Advertisement for Non-Academic Posts on Consolidated Salary

Advt. No. 14 /2026

Date: 20-05-2026

Online Applications are invited for the following posts **ON CONSOLIDATED SALARY** for a duration 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	1	Ranking & Accreditation Executive	Rs. 40,000 (per month)

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Ranking & Accreditation Executive	<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">● Collect and organize data from various departments related to academic programs, research output, faculty credentials, student achievements, and other relevant metrics.● Maintain and manage databases to ensure data accuracy and integrity.● Collaborate with different stakeholders to gather and verify necessary information for ranking submissions.● Prepare and submit data for higher education rankings, ensuring adherence to deadlines and specific criteria set by ranking organizations.	Bachelor's/ Master's degree in Data Science, Statistics, Business Administration, Computer Science (including Computer Science & Engineering), or a related field

	<ul style="list-style-type: none"> ● Analyze and interpret data to identify trends, insights, and areas for improvement. ● Assist in preparing reports, taking detailed notes of decisions of meetings and presentations on ranking performance and related metrics for internal review and strategy development. ● Stay updated with ranking methodologies and requirements to ensure compliance and optimize the institute's ranking potential. ● Proficiency in data management software and Microsoft Office Suite, especially Excel. ● Excellent analytical skills and ability to interpret data. ● Good communication skills, with the ability to work collaboratively with diverse teams. ● Prior experience in data collection, management, or ranking submission in an educational setting is preferred but not required. ● Familiarity with higher education ranking frameworks and methodologies. ● Prior experience with AI tools and data analysis using Python or R is a plus. 	
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General Information:

1. The appointment will be purely on a contract basis.
2. The above posts are on Consolidated Salary & purely contractual in nature.
3. The tenure will be initially for a period of one year, during which six months will be on probation. The contract may be extendable based on the performance and the Institute's requirements.
4. The appointment can be terminated by giving one month's notice or one month's 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. The last date for applying is 3rd June 2026 by 5 PM. Please mention the subject line as APPLICATION FOR THE POST OF.

-Sd-
Registrar