

Indian Institute of Technology Delhi
Foundation for Innovation and Technology Transfer (FITT)

Advertisement for the Post of Project Associate on Contractual Basis.

Advertisement No. FITT/CHE/VVB/2019/1

Date: 01.10.2019

Applications are invited for the post of Project Associate on the contract basis for a period of one year (depending on the performance, contract can be extended to one additional year).

Interested candidates can send their applications to vivekbuwa.office@gmail.com on or before 14/10/2019, 0500 p.m.

Name of the Post	Project Associate
Nature of work	Administrative
No. of Post	1 (one)
Place of work	Department of Chemical Engineering, Indian Institute of Technology Delhi, New Delhi
Minimum Qualifications	1) M.B.A. in Human Resource (HR) with an undergraduate degree in any stream, with first class in both undergraduate and M.B.A, from a reputed university with a minimum of ONE year of experience 2) Both the undergraduate degree and the MBA degree must have been completed on full time basis. The applications of the candidates with degrees pursued on part-time basis will not be considered
Desired experience	1) One year experience of working at corporate sector/ academic institutions/ research organizations/ industry with familiarity in-office procedures and importantly, in project coordination and project management 2) Demonstrated proficiency in using MS Word, MS Excel, MS Powerpoint 3) High proficiency in spoken and written English 4) Excellent interpersonal skills
Emoluments (INR)	Rs. 25,000 per month (consolidated)
Age limit	30 years (as on the last date of application)
Tenure	One year (depending on the performance, the contract can be extended to one additional year)

Other terms and conditions

- The above position is of purely temporary and contractual in nature. The selected candidate shall have no right or claim for regular appointment at the Institute.
- The contractual appointment will be initially for 3 months, which on satisfactory performance may be extended to one year and the subsequent year (up to max. of 2 years).
- If selected, the candidates who are currently employed should submit “No Objection Certificate” from the present employer.

- The work experience will be counted after acquiring the basic minimum qualifications and against authentic certificate from the past/present employer.
- On the date of the written test/ interview, the degree certificates and experience certificate should be provided in original for verification.
- No TA/DA will be paid for attending the written test or interview.

Application/Selection process:

- **The candidates should complete the application in the prescribed format (in the format available at FITT's website <https://fitt-iitd.in/> under the "News and Announcement Section" and email and completed application form with the scanned copies of degree certificates, experience letter and other documents to vivekbuwa.office@gmail.com on or before 14/10/2019, 0500 p.m.**
- The applications will be shortlisted based on the educational qualifications, academic performance and the experience. Only the candidates who meet the shortlisted criteria will be called for written test. The date and nature of the written test and the venue will be communicated with the shortlisted candidate through email.
- Only the candidates, shortlisted based on the performance in the written test, will be informed separately and will be called for a personal interview by the selection committee.
- No communication will be made with candidates whose applications do not meet the shortlisting criteria or who do not qualify the written test.
- The post may be downgraded as per discretion of the Selection Committee if none of the candidate is found suitable for the post.
- The decision of the selection committee will be final and binding in all respects.