



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

Advt. No. E-II/01/2024(W) Dated January 15, 2024

IIT Delhi intends to conduct a Shortlisting-based Interview to engage the services of 01 Consultant for Office of Alumni Relations. The engagement will be purely on contract basis initially for a period of three years:

Engagement position	Consolidated Remuneration	Age Limit	Qualifications and skills required
Consultant (01)	Rs. 1,25,000/- to Rs. 1,50,000/- (Per month)	Below 42 years	<u>Essential Qualification & Experience:</u> (i) MBA with more than 05 years of relevant post qualification administrative experience in an Educational / Technical Institute in fund raising and alumni engagement. (ii) Experience in handling computerized administration & financial matters. (iii) Good oral and written communication and inter-personnel skills.

Roles and responsibilities:

- I. Complete management of alumni/donor funds covering receipts, investment, disbursal, and reporting.
- II. Disbursal of funds from endowment fund to various institute entities for identified activities.
- III. Disbursal of funds from corpus to various beneficiaries of chairs, scholarships, awards etc.
- IV. Periodic reporting of progress and funds status to donors and involving them in donation related decisions made by the institute.
- V. Drafting MOU's for all types of donations (restricted/unrestricted; fixed term or perpetual) as per the BoG guidelines or frameworks/guidelines approved by the institute.
- VI. Provide Institute-wide support and advice to fund raising team on matters relating to Institute priorities and operational guidelines etc.
- VII. To handle Audit, RTI and other legal matters related to donations.
- VIII. Assistance in distinguished alumni awards selection and coordination with awardees for convocation event.
- IX. Management of information and data related to website, social media and press.
- X. Operationalization of CSR/corporate donations from Alumni.
- XI. Coordinate and administer all aspects of financial and operational activities of Office of Alumni Relations.
- XII. Provide administrative support for all the programmes to run smoothly as per the Norms of the institute and satisfaction of the donors.

NOTE:

1. Please note that this is purely a temporary engagement and appearance in the Interview and selection thereafter, does not entitle for any claim what-so-ever for permanency on the regular establishment of IIT Delhi.
2. Immediate joinee will be preferred.

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3. (a) Candidates are required to submit the prescribed application form affixed with recent passport size photograph duly filled by him/her. The specimen of "Application Form" is available on the Website of IIT Delhi <www.iitd.ac.in> (Please see link [Jobs@IITDelhi](#), under the heading **Non-Academic**). **The prescribed filled in application form alongwith self-attested copies of documents supporting Educational Qualification and Experience in PDF format should be mailed at e2recruit@admin.iitd.ac.in by 31.01.2024 (Wednesday). There is no need to submit hard copy through Post/Courier.**
 - (b) The application form should contain detailed information regarding Educational Qualification indicating percentage of Marks/Division obtained in each examination and details of work experience. The incomplete application form will be summarily rejected.
 - (c) Applications received within the due date will be shortlisted by a Committee and only the shortlisted candidates will be considered for Interview.**
 - (d) The date of Interview will be intimated separately through e-mail to shortlisted candidates only.
4. Candidates must produce the original certificates/documents in support of Educational Qualification (both Academic/ Professional) and also work experience at the time of Written Test/ Interview/Joining, if selected.
5. If any information is found false/incorrect at any stage, the candidature/appointment is liable to be cancelled.

**Rectt. Cell (Estt.-2)
IIT Delhi**