

No. IIT Mandi/Ad-hoc Consultant/2022

Date: 08.06.2022

WALK-IN SELECTION PROCESS

For the position of Ad-hoc Consultant (Administration) purely temporary

A walk-in interview is scheduled for the position of Ad-hoc Consultant (Administration) on purely temporary basis as per the details given below:

Mode of Selection Process	In-person interaction
Date & Time	29 th June, 2022 at 10:30 a.m.
Venue	Conference Room, CV Raman Guest House, North Campus

The position is purely temporary and appointment would be for a period of one year which is extendable based on performance and requirement of the Institute.

The candidates appearing in-person should bring the original certificates with set of the self-attested copies of the certificates. Eligibility conditions etc. for the positions are as under: -

Name of Post	Ad-hoc Consultant (Admin.)
Education Qualification	Bachelor's/Master's degree in any discipline
Desirable	Knowledge of office procedures, rules, Secretarial practices in Central Government procedures / Academics Matters / Estate Management / Hospitality / Student affairs.
Experience	Retired from any Govt. / Public Higher Educational/Research Institutes in the Pay Level 08 and above or equivalent with at least 15-20 years of overall experience.
Age	Below 65 years
Consolidated Salary	Rs. 40,000/- to 60,000/- per month depending on experience.
Accommodation	May be provided as per availability on payment of license fee as per Institute Norms.
Period of contract	One year Contract is extendable based on performance and requirement of the Institute.

Desirous candidates fulfilling eligibility criteria are required to fill **attached Application Form** and send us along with updated resume and set of self-attested copies of the certificates on staffrecruit@iitmandi.ac.in on or before **27.06.2022, 05:00 PM (IST)**.