

**Department of Computer Science,
Faculty of Mathematical Science, University of Delhi-110007**

(Advertisement for contractual positions under Govt funded project)

Project Name: Multilevel Capacity Building and Skilling in Industry-aligned Emerging Technologies

Sponsoring agency: Ministry of Electronics and Information Technology (MeitY), Govt. of India

1. Job Description: Training Coordinator

No. of Posts: 01

Essential Qualification: B.E./B.Tech/MCA

Desirable Qualification: MBA (IT)

Experience: 8 years experience in the relevant field.

Tenure: 3 years or till the project ends, whichever is earlier (purely contractual; extendable subject to project requirement and availability of funds)

Remuneration: First year ₹1,00,000/ (Rupees one lakh only) per month (per person) and gross 10% increase in salary on annual basis.

HRA/Accommodation: Nil

Reporting To: Chief Investigator/ Co-Chief Investigator

JOB PROFILE:

- Coordinating project planning, scope, deliverables, and detailed project schedules.
- Managing timelines and adjusting schedules for timely project milestones.
- Acting as the liaison among the MeitY, the project manpower, resource persons etc.
- Supporting resource planning and allocation
- Managing and Tracking project budgets.
- Maintaining project documentation, contracts, reports, and meeting records.
- Providing administrative support, facilitating meetings, and sharing updates.
- Data visualizations, and statistical summaries of progress of the project.

2. Job Description: Office Assistant

No. of Posts: 02

Essential Qualification: BCA/BSc(Computer Science/IT) or graduate with one year diploma in computer application.

Experience: 5 years experience in the relevant field.

Tenure: 3 years or till the project ends, whichever is earlier (purely contractual; extendable subject to project requirement and availability of funds)

Remuneration: ₹25,000 per month (per person) and gross 10% increase in salary on annual basis.

HRA/Accommodation: Nil

Reporting To: Chief Investigator/ Co-Chief Investigator

Key Responsibilities

- Provide day-to-day administrative support for project activities, training programs, workshops, and events.
- Maintain files/records/registers and manage correspondence (letters/emails/notices) as per institute/project norms.
- Prepare and format documents: minutes/notes, attendance sheets, reports, office orders, and basic presentations.
- Assist in scheduling and coordination: calendars, meeting arrangements, room bookings, participant communication.
- Support documentation for procurement and payments: requisitions, quotations (collection/compilation), comparative statements support, bill/voucher files, and file movement.
- Maintain participant databases and event documentation (registration, attendance, feedback, certificates data).
- Coordinate with internal sections (Admin/Accounts/Purchase) and vendors for the timely completion of assigned tasks.

3. Job Description: Computer Lab Assistant

No. of Posts: 02

Essential Qualification: BCA / B.Sc. (IT/CS/Electronics) / Diploma in Computer Engineering or related field.

Experience: 3 years experience in the relevant field.

Tenure: 3 years or till the project ends, whichever is earlier (purely contractual; extendable subject to project requirement and availability of funds)

Remuneration: ₹20,000 per month (per person) and gross 10% increase in salary on annual basis.

HRA/Accommodation: Nil

Reporting To: Chief Investigator/ Co-Chief Investigator

Key Responsibilities

- Ensure lab readiness for training/practical sessions by conducting system checks, connectivity checks, and verifying software availability.
- Provide first-level support to trainees during sessions, resolving routine technical issues and escalating them when necessary.
- Install/configure OS (Windows/Linux), required software (as approved), drivers, updates; support printing/peripherals.
- Basic hardware checks and troubleshooting (RAM/SSD/HDD, peripherals, cabling); coordinate repairs/service calls.
- Maintain lab records, including an asset register, complaint/service log, issue/return log for peripherals, and inventory tracking.
- Support lab discipline, safety, and secure handling of equipment.

How to apply? Submit application via google form along with the Bio-data/CV and scanned copy of certificates in a single pdf file.

Google form link: [Application Form – Multilevel Capacity Building and Skilling in Industry-aligned Emerging Technologies - Google Forms.](#)

Last date to apply: 25/06/2026 @11.59 pm

Contact Email ID: multi_capacity@cs.du.ac.in

Whom to contact?: Prof Neelima Gupta, Project Principal Investigator & Head, Department of Computer Science, Faculty of Mathematical Science, University of Delhi – 110007, Delhi, India

Please note:

- The positions are purely temporary
 - List of eligible candidates will be announced through email or phone.
 - Shortlisted candidate will have to attend an interview (ONLINE/OFFLINE)
- If interviews need to be conducted online, candidates are expected to have a good internet connection
- No TA/DA will be paid for attending the interview