



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

Advertisement for Non-Academic Post/s
Advertisement No. 07/ 2022 dated 16th August 2022

Online applications are invited for the following position/s at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

1. Junior Manager, Grade-I : One (01) post

The employment to the above post/s is on full-time and regular basis (initially on a Contract for 5 years and renewable as per Institute's guidelines.)

Essential Qualification & Experiences

Post Graduate in any discipline or Degree in Engineering with 55% marks and minimum 01 year's relevant experience at annual CTC of 3.5 lakh per annum.

Desirable:

1. Working experience in University/Education or Research Institution of repute on regular scale.
2. Excellent Noting/ Drafting skills.
3. Good interpersonal and communication skills in English and Hindi (both oral and written).
4. Experience in managing the office of the top/ middle level executives in corporate / academic institutions.

Key Responsibilities

- To provide necessary support to Faculty and other senior officers of the Institute, make travel arrangements, organizing meetings/interviews, record keeping, tracking, filing and reimbursements, equipment purchase etc.
- To maintain group website and create reports for outreach from the technical material provided.
- Liaison with internal admin staff and external funding agencies.
- Schedule meeting with students, maintaining calendar of the faculty, arranging small internal events like lunch, workshops.
- Any other work assigned from time to time.



Pay and Other Benefits

S. No.	Title of Post	Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1	Junior Manager-Grade-I	4	25,500/-	Rs.66,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, Professional Development Fund & such other benefits as may be applicable from time to time.

Note:

1. Qualification, age and experience/s will be reckoned as on the date of this advertisement.

General Information/ Conditions/ Instructions

1. Age limit:
 - a. The maximum age limit for Junior Manager is 30 years.
 - b. Age limit is not applicable for internal candidates.
2. All the appointment will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per institute regulations. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for the selection process. In this regard the decision of the Institute/ Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
4. Shortlisted candidates will be informed for the selection process through e-mails only.
5. The Institute reserves the right to restrict the number of candidates for the selection process to a reasonable limit, on the basis of qualification and experience.
6. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for the selection process. No request in this regard will be entertained for review etc.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
10. Number of positions may be increased or decreased depending upon the requirements.
11. The selected candidates will be expected to join within one month from the offer of appointment.
12. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate at the time of selection process.

Application Fee:



Candidates (Other than SC, ST, PWD, Internal candidates) are required to pay a non-refundable application fee of Rs.118/- (Rupees One Hundred and Eighteen only) via online mode only.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in/careers. The last date for submitting the online applications is ~~31st August~~ 7th September 2022 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)

