

## **Advertisement No. 06/ 2015**

The Detailed CVs are invited for the following posts at Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi:

- 1. Manager/ Assistant Manager (Internships & Placements)**
- 2. Junior Research Engineer**

### **1. Manager/ Assistant Manager (Internships & Placements)**

**No of Posts:** 01

#### **Responsibilities:**

- To assist in Design and implement goals, policies, processes, initiatives, and strategies for placement at University, program, and specialization level in order to transform IIIT-D's placement from recruiter led to institute driven in two years (by 2017)
- Develop and execute focused marketing campaigns for ECE/ Bio Technology Companies and engagement plans to target IIIT-D's existing and potential recruiters in order to have them visit the institute for final and intern placement each year
- Devise and carry out strategies to achieve not only 100% placement but high levels of average compensation as well as decent levels of lowest compensation for each program and specialization, year after year
- Assist in building a three-year road map to catapult IIIT-D's placement into top 5 in India among government owned T-schools
- Work closely with the Placement Team, and student placement representatives to build and implement long term and short term plans to enhance the employability of students for placement.
- Increase internship opportunities for pre-final year students of all undergraduate and postgraduate programs.
- Study, identify, and recommend the best placement software that meets the goals of IIIT-D's placement department. (This bullet can be removed).
- Assist in developing a comprehensive, well structured, and clearly worded placement manual for recruiters and students, both for internship and final placement
- Deliberate, identify, and implement the industry best models for placement season for internship as well as final placement
- Work proactively to design and develop print and electronic versions of placement brochures for the college and individual programs separately
- To ensure that the content on IIIT-D's placement website is complete, current, relevant, and accurate.
- Represent IIIT-D at various HR, professional, and industry conferences and events in order to increase brand visibility of IIIT-D among corporate audiences.
- To build, project, and sustain IIIT-D's brand among the University's current and prospective recruiters across the country
- Assist in developing and implementing geography specific recruiter marketing plans with special emphasis on NCR.

**Employment type:** Full-time, Regular (initially a five (05) years contract will be given).

### **Pay and Other Benefits**

**Pay Scale:** Rs. 21,000-44,500/ 17,200-39,400 (Equivalent to PB-3/PB-2 with grade pay of Rs. 5,400/4,600 in Government) for Manager/ Assistant Manager respectively depending upon the experience. In addition, DA will be applicable as per Central Government rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 82K and 65K (approx.) for Manager and Assistant Manager respectively. Additional Increments can be given to deserving candidates.

**Promotion:** Attractive promotion scheme for competent individuals.

**Higher Qualification:** The Institute encourages acquiring higher qualification and also supports the selected candidate for professional development.

### **Qualifications and Experience:**

#### **Essential:**

A Degree in Engineering **OR** Post Graduate degree preferably in Management/ Communication with 06/ 03 (Mgr/ AM) years of relevant experience in an academic Institute/ MNC of repute

#### **AND**

Working with computer tools such as MS Office, Internet and E-mail etc.

#### **Preference would be given to**

- Experience in campus placement or corporate relations at T-schools
- Background in interfacing with research institutes and overseas universities.
- A proven track record of meeting or exceeding targets using transparent and ethical means
- Presentation style communication skills

**Working days:** Five days a week.

**Age Limit:** 40/35Years

## **2. Junior Research Engineer (In the scale of Junior Manager/ Assistant Manager)**

**No of Posts:** 02

### **Responsibilities**

- Maintenance and upkeep of teaching laboratories (Circuits Lab, Communications Lab, Robotics Lab, and RF Lab).
- Assistance in teaching activities in the lab courses.
- Assistance in Research Projects.
- Assistance in the procurement of laboratory resources.
- Leading the installation and upkeep of hardware installations on campus, including sensor nodes for building management system.
- Prototyping simple hardware designs for new research ideas (from taking the specifications to deciding the ICs appropriately, creating schematics, board layout and testing the hardware.
- PCB design, test, and evaluation using any industry standard software.
- Taking initiative in new installations of sensing and monitoring systems for smart operations of buildings in campus.

**Employment type:** Full-time, Regular (initially a five (05) years contract will be given).

### **Pay and Other Benefits**

**Pay Scale:** Rs. 13,500-39,000/ 17,200-39,400 (Equivalent to PB-2 with grade pay of Rs. 4,200/4,600 in Government) for Junior Manager/ Assistant Manager Level respectively, depending upon the experience. In addition, DA will be applicable as per Central Government rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 53K and Rs. 65K (approx.) for Junior Manager and Assistant Manager Level respectively. Additional Increments can be given to deserving candidates.

**Promotion:** Attractive promotion scheme for competent individuals.

**Higher Qualification:** The Institute encourages acquiring higher qualification (MTech/ PhD) and also supports the selected candidate for professional development.

## **Qualifications and Experience:**

### **Essential:**

- B.E./B.Tech (EE, ECE, EI, EEE) with 1/ 3 years of experience (1 for JM and 3 for AM level) and excellent academic background. Relevant experience related to the job is highly desirable.

### **Preference would be given to:**

- Experience in one or more of PCB design, Instruments and System Interfacing using LabVIEW or MATLAB, Sensor interfacing, Automation and Control, Microcontroller and FPGA programming, Hardware experience including IC selection for a given purpose and having Good programming skills.

**Working days:** Five days a week.

**Age Limit:** 30/35 Years

### **General Information/Condition/Instructions:**

1. The appointment will be on Regular basis (initially up to five (05) years contract will be given). The level/ designation will be decided by Selection Committee based on the qualification/ experience and performance of the candidate in interview.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. Shortlisted candidates will be informed for interviews through e-mails only.
4. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
5. The institute also reserves the right of rejecting incomplete, any or all the applications without assigning any reasons thereof.
6. The institute reserves the right not to recruit against any or all the posts.
7. *Qualifications/experience/ Age may be relaxed for exceptional candidates.*
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile. No. of posts may vary.
9. The selected candidates will be expected to join within one month from the offer of appointment.
10. The information received will be accessible under RTI Act only up to six months from the date of closing.
11. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.
12. No Hard copies are to be sent.
13. Last date for apply is **January 10, 2016**.

### **How to apply:**

The interested candidates may send the detailed CV in the Recommended Proforma below through email @ [admin-hr@iiitd.ac.in](mailto:admin-hr@iiitd.ac.in) with subject "**Post of (Name of the Post, wish to apply) at IIIT-D**" latest by **January 10, 2016**.

## **Recommended Pro forma of Applicant's Resume**

The resume must have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Post applied for
2. Name of the applicant
3. Category (SC/ ST/ OBC/ General)(PH)
4. Education record
  - Percentage
  - Year of passing
  - University/ college
  - Regular/ Distance
5. Professional summary
  - Provide a brief summary of your work experience in 5-6 statements
6. Detailed work experience
  - Start with the most recent employment
  - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
7. Professional activities (optional)
8. References
  - List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
  - Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
9. Contact details
  - Postal address, e-mail address, and mobile phone number.