

Advertisement No. 02/2016

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 (Academics)**
- 2. Assistant Manager/ Junior Manager (Academics)**
- 3. Manager / DGM (Incubator Coordinator)**

1. Manager (Academics)

No of Posts: 01

Responsibilities:

The Manager (Academics) will be responsible for the supervision and management of Academics Section. The roles and responsibilities in brief are:

- To supervise Academics Section of the institute right from admissions, timetable co-ordination, examination support, grant of degree, convocation, alumni affairs, issue of Certificates, transcripts etc.
- To ensure the integrity, accuracy and security of all academic records of current and former students in ERP.
- Supervision of various affiliation processes such as NAAC, NBA, UGC, AICTE, AISHE etc.
- To set policies and procedure to facilitate effective student registration and enrollment.
- To organise and conduct of meetings of the Academic bodies including preparation of agenda and minutes of the meetings.
- To update the rules and regulations of the various academic programs and updating the same on the website.
- To ensure course schedules, time table and other contents of the website are up-to-date.
- To ensure timely payment of fellowships/scholarships/contingency/travel grants to students
- To ensure effective use of resources including classrooms, labs etc.
- Any other task as assigned by Registrar/ Dean/ Director from time to time.

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 (Equivalent to PB-3 with grade pay of Rs. 5,400 in Government). 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 (approx.). Additional Increments can be given to deserving candidates.

***to be revised based on the recommendations of 7th pay commission.**

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 with at least 06 years of relevant experience in an academic Institute/ MNC of repute

AND

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

Preference would be given to

- Ability to lead a group of personnel with good leadership qualities.
- Experience of working with academic ERP System.
- Working experience in Teaching/ R&D Organizations of repute.
- Good interpersonal and communication skills in English (both oral and written).

Working days: Five days in a week.

Age Limit: 40Years

2. Assistant Manager/ Junior Manager (Academics)

No of Posts: 02

Responsibilities

To extend support to the academics wing of the institute, from admission, students affairs, timetable co-ordination, attendance management, examination support, award of degree, convocation including alumni affairs, to issuing Certificates and transcripts etc.

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

Pay and Other Benefits

Pay Scale*: Rs. 17,200-39,400/ 13,500-39,000 (Equivalent to PB-2 with grade pay of Rs. 4,600/4,200 in Government) for Assistant Manager/ Junior 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. 65K and Rs. 53K (approx.) for Assistant Manager and Junior Manager Level respectively. Additional Increments can be given to deserving candidates.

***to be revised based on the recommendations of 7th pay commission**

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:

A Degree in Engineering **OR** Post Graduate degree preferably in Management with 3/ 1 (AM/ JM) years of relevant experience in an academic Institute/ MNC of repute

AND

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

Preference would be given to

- Ability to work in a team.
- Experience of working with academic ERP System.
- Working experience in Teaching/ R&D Organizations of repute.
- Good interpersonal and communication skills in English (both oral and written).

Working days: Five days in a week.

Age Limit: 30/35 Years

3. Designation: Manager / DGM(Incubator Coordinator)

No. of posts: 1

Position Brief:

IIIT Delhi, a Research University set up by the Government of NCT of Delhi, is seeking a high caliber professional on Full-Time/ Part-Time basis for Establishment of incubation facility at IIIT Delhi and managing its operations post

establishment by working with organizations like IAN, TiE etc. for promotion. The Incubator Coordinator is responsible for various activities/initiatives required for set-up and running the incubation center. The University is often referred to as Institute; since the University consists of just one entity, the Institute.

Responsibilities:

- To attract companies.
- To establish common services for them and develop a framework to host them.
- Apply for Government grants.
- Ability to maintain good industrial relations.
- Formation of entity for incubators.
- Coordinating with various regulatory bodies for establishing the incubators
- Applications and documents preparation.
- MoU Structures.
- Soliciting applications for Incubation facility, sorting, vetting and processing further.
- Working with organizations like IAN, TiE etc. for handholding incubatees.
- Managing all documentation and agreements related to incubatee relationship.
- Managing incubator – mentor connect.
- Monitoring progress of incubatee.
- Handholding till the incubatee is ready for next level.

Employment type: Full-time/ Part-Time

Pay and Other Benefits

For full time, the pay will be equivalent to Manager/Deputy General Manager which is Rs. 21,000-44,500/23200-46700 .The CTC at the initial of the scale will be Rs. 82K /105K (approx.). Additional Increments can be given to deserving candidates. 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.

***to be revised based on the recommendations of 7th pay commission**

Qualifications and Experience:

Post Graduate with 5/15 years relevant experience in networking, business/marketing communication, and Industrial relations management.

Desirable

MBA with 5/15 years of experience.

Preference would be given to candidates' possessing:

- Ability to plan and organize, manage information, and relationship management.

- Good communication skills – written and oral.
- Experience in dealing with government bodies will be useful.
- Prior experience in dealing with entrepreneurs, young start-ups, SMEs.
- Process orientation to leverage IAN Incubator structure/processes, etc. for the new incubator.
- Experience with startups will be an added advantage.
- Demonstrated experience in multitasking, senior management and meeting deadlines.
- Ability to take initiatives and drive them to the conclusion.
- Good at networking, the person should have a prior experience of setting up the incubation facility/ start-ups would be an added advantage.

Working days: Five days in a week.

Age Limit: 40 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 the 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. Location of posting will be New Delhi (Okhla, Phase III, near Govind Puri Metro Station).
11. The information received will be accessible under RTI Act only up to six months from the date of closing.
12. Reservations as per norms exist. A candidate may specify the category they belong to and attach documentary proof for the same.
13. No Hard copies are to be sent.

How to apply:

The detailed CV with complete information (email, telephone number) along with at least three references can be sent through an e-mail on admin-hr@iiitd.ac.in with clear subject "**For the Post of.....**" latest by March 22, 2016. Shortlisted candidates will be invited for an interview.

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 starting from 10th onwards
 - Year of passing
 - University/ college
 - Regular/ Distance
 - Percentage
5. Detailed work experience
 - Start with the most recent employment
 - List employer name, site of posting, duration of employment, job title, key responsibilities, and achievements
6. Professional activities/ hobbies (optional)
7. References
 - List names of at least five 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
8. Contact details
 - Postal address, e-mail address, and mobile phone number.