Advertisement No. 04/ 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. **Junior Manager/ Assistant Manager (HR)**
2. **Junior Executive Assistant/ Executive Assistant**
3. **Junior Manager/ Assistant Manager (System Admin & Networking)**

1. Junior Manager/ Assistant Manager (HR)

No of Posts: 01

Responsibilities
- Support to Dean of Faculty Affairs
- To extend support for recruitment activities
- Maintenance of records related to HR
- Processing of Claims such as Travel, LTC etc.
- Organizing activities/events for improved HR management
- Help in improving HR practices and policies
- Handling of RTI Matters
- Any other responsibility assigned from time to time.

Preference would be given to those having:

- MBA, in particular with specialization in HR
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- HR experience
- Knowledge of RTI Matters
- Good interpersonal and communication skills in English and Hindi (both oral and written).

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

Pay and Other Benefits

Pay and Other Benefits

Pay Scale: Rs. 13,500-39,000/ 17,200-39,000 (Equivalent to PB-2 with grade pay of Rs. 4,200/4,600 in Government), 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. 52K and Rs. 64K (approx.) for Junior Manager and Assistant Manager Level respectively. Additional Increments can be given to deserving candidates.

Qualification & Experience:

Essential:
Post Graduate/ Degree in Engineering with 55% marks with relevant experience in an academic Institute of repute with atleast
- 3 years of relevant experience in PB-2 with Grade Pay of Rs. 4,200 for Assistant Manager or equivalent

<div align="center">OR</div>

- 1 year of relevant experience for Junior Manager.

<div align="center">AND</div>

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

Working days/ hours: 5 days a week.

Age Limit: 35/30 Years

2. Junior Executive Assistant/ Executive Assistant

No of Posts: 01

Responsibilities
- to provide secretarial support to Director and other senior officers of the Institute

- travel arrangements

- organizing meetings

- record keeping, tracking, filing etc.

- Any other responsibility assigned from time to time.

Preference would be given to those having:

- Ability/ experience of arranging meetings, travel arrangements etc.
- Excellent Noting/ Drafting skills.
- Good interpersonal and communication skills in English and Hindi (both oral and written).
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.

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

Pay and Other Benefits

Pay and Other Benefits

Pay Scale: Rs. 13,500-39,000/ 17,200-39,000 (Equivalent to PB-2 with grade pay of Rs. 4,200/4,600 in Government), 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. 52K and Rs. 64K (approx.) for Junior Executive Assistant and Executive Assistant Level respectively. Additional Increments can be given to deserving candidates.

Qualification & Experience:

Essential:
Post Graduate/ Degree in Engineering with 55% marks with relevant experience in an academic Institute of repute with atleast
- 3 years of relevant experience in PB-2 with Grade Pay of Rs. 4,200 for Executive Assistant or equivalent
<div align="center">**OR**</div>
- 1 year of relevant experience for Junior Executive Assistant.
<div align="center">**AND**</div>
- Working with computer tools such as MS Office, Internet and E-mail etc.

Working days/ hours: 5 days a week.

Age Limit: 35/30 Years

3. Junior Manager/ Assistant Manager (System Admin & Networking)

No of Posts: 02 (Reserved for OBC)

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

Responsibilities
- All Hardware/ Software/ Networking Troubleshooting (Level 2)

- Management of User Accounts
- MAC Address Registration
- Installation, maintenance and backup of all Linux and Windows VMs, Switches etc.
- UPS Maintenance
- All Call Logging with AMC vendors and service providers
- Hardware and Software support for Desktop/ Laptop/ Printer/License servers
- Maintenance of Wi-Fi APs
- Maintenance of all Linux and Windows application and database servers
- Network Switch port configuration
- Storage LUN mounting and Tape Library backup
- IT Portal, Vendor Management Portal and File Movement system maintenance
- Prepare reports
- Any utility software creation and maintenance

Pay and Other Benefits

Pay Scale: Rs. 13,500-39,000/ 17,200-39,000 (Equivalent to PB-2 with grade pay of Rs. 4,200/4,600 in Government), 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. 52K and Rs. 64K (approx.) for Junior Executive Assistant and Executive Assistant Level respectively. Additional Increments can be given to deserving candidates.

Qualifications and Experience:
Essential: Degree in engineering or equivalent with 55% marks with 1/3 years of relevant experience.

Preference would be given to
1. Candidates having experience in Linux server administration
2. Candidates having experience of webserver management etc.
3. Having working experience of educational Campus IT infrastructure/ MNC of repute with knowledge of networking,
4. Good interpersonal and communication skills in English and Hindi (both oral and written).

Working days: Six days a week.

Age Limit: 30 Years

General Information/Condition/Instructions:
1. The appointment will be on Regular basis (initially up to five (05) years contract will be given).
2. For appointments, the level/ designation will be decided by Selection Committee based on the performance of the candidate in interview.
3. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
4. Shortlisted candidates will be informed for interviews through e-mails only.
5. The institute reserves the right to restrict the number of candidates for interview 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. The institute reserves the right not to recruit against any or all the posts.
8. Qualifications/experience/ Age may be relaxed for exceptional candidates.
9. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. The information received will be accessible under RTI Act only up to six months from the date of closing.
12. Reservation as per norms exist. For posts at Sr. No. 1 & 2, the preference will be given to SC/OBC candidates. However, In case of non-availability of suitable candidates, the post may be filled from General category. Candidate may specify the category they belong to and attach documentary proof for the same.
13. No Hard copies are to be sent.
14. Last date for apply is **August 20, 2015**.

How to apply:
The interested candidates may send the detailed CV in the Recommended Proforma below through email @ admin-hrm@iiitd.ac.in with subject "**Post of (Name of the Post, wish to apply) at IIIT-D**" latest by **August 20, 2015**.

Recommended Pro forma of Applicant's Resume

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

1. Name of the applicant

2. Date of Birth

3. Category (General/ SC/ST/ OBC/PH)

4. Post applied for

5. Education record

6. Professional summary
   - Provide a brief summary of your work experience in 5-6 statements

7. Detailed work experience
   - Start with the most recent employment
   - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements

8. Professional activities (optional)

9. 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

10. Contact details
   - Postal address, e-mail address, and mobile phone number.