

# **Advertisement for the Post of Assistant Manager (Academics), Assistant Manager (Research & Projects), Junior Engineer (Civil) and Junior Engineer (Electrical) at IIT Delhi**

Applications are invited for the position of Assistant Manager (Academics), Assistant Manager (Research & Projects), Junior Engineer (Civil) and Junior Engineer (Electrical) at the Indraprastha Institute of Information Technology (IIIT) Delhi, a state University recently created by an Act of Delhi Govt. IIIT Delhi is a research-led institute, fashioned after IITs.

**Post Code: 01**

**Post: Assistant Manager (Academics)**

**Nature of Post:** Regular (initially a limited term contract will be given, which will be extended based on performance).

**Job Description/ Role:**

To extend support to the academics wing of the institute right from admission, students affairs, time-table co-ordination, attendance management, examination support till award of degree, convocation including alumni affairs, issue of Certificates, transcripts etc.

**Pay and Other Benefits**

**Pay Scale :** ₹17,200-39000 (Equivalent to PB2 with grade pay of ₹4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt 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 ₹50,000/-(approx.) Additional Increments can be given to suitable candidates.**

**Promotion:** Attractive promotion scheme competent individuals can go up to Deputy General Manager (in PB-3).

**Higher Qualification:** The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

**Qualifications and Experience:**

**Essential:**

Graduate preferably in Science with 5 years of relevant experience in an academic institute of repute working with computer tools such as ERP, MS Office, Internet and E-mail etc.

**Preference would be given to those having**

- Post Graduate qualifications in Science/ Commerce/ MBA.
- Knowledge of working with academic ERP System and handling of activities related to student affairs.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

**Age Limit: 35 Years**

**Post Code: 02**

**Post: Assistant Manager (Research & Projects)**

**Nature of Post:** Regular (initially a limited term contract will be given, which will be extended based on performance).

**Job Description/ Role:**

Responsible for supporting the R & D, consulting and other sponsored research project oriented activities including the project based staff, finances, budget and planning for projects reporting to the funding agencies including preparation of Utilization Certificate, Statement of Expenditure and other allied services and also to manage/ handle the PDA of faculty.

**Pay and Other Benefits**

**Pay Scale :** ₹17,200-39000 (Equivalent to PB2 with grade pay of ₹4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt 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 ₹50,000/-(approx.) Additional Increments can be given to suitable candidates.**

**Promotion:** Attractive promotion scheme competent individuals can go up to Deputy General Manager (in PB-3).

**Higher Qualification:** The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

**Qualifications and Experience:**

**Essential:**

Graduate preferably in Science with 5 years of relevant experience with computer tools such as MS Office, Internet and E-mail etc.

**Preference would be given to those having**

- Post Graduate qualifications in Science/ Commerce/ MBA.
- Experience of R&D, consulting and other sponsored research project oriented activities.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

**Age Limit: 35 Years**

**Post Code: 03**

**Post: Junior Engineer (Civil)**

**Nature of Post:** Regular (initially a limited term contract will be given, which will be extended based on performance).

**Job Description/ Role in Brief:**

To supervise the civil works which includes including co-coordinating with different agencies involved in construction, assisting the senior officers in project management, contract management, tendering, planning, estimating, designing, budgeting, cost control, estimation and billing, quality control, running repair, maintenance, operations of civil works and execution of minor addition alteration works etc.

**Pay and Other Benefits**

**Pay Scale :** ₹13,500-39000 (Equivalent to PB2 with grade pay of ₹4,200 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, 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 ₹35,000/- (approx.) Additional Increments can be given to suitable candidates.**

**Promotion:** Attractive promotion scheme competent individuals can go up to Senior Engineer (in PB-3).

**Higher Qualification:** The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

**Qualifications and Experience:**

**Essential Qualification & Experience:** Diploma in Civil Engineering with 2 years of experience in any supervising capacity working with computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc.

**Preference would be given to those having**

- On site experience in supervision of execution of Civil works in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination with services.
- Knowledge of estimation , basic interpretation of structural design /drawing and detail drawings and billing for Civil Works
- Capable of assistance in running, repair, maintenance, operations of civil works and execution of minor addition alteration works.
- Good interpersonal and communication skills (both oral and written) essential

**Age Limit: 30 Years**

**Post Code: 04**

**Post: Junior Engineer (Electrical)**

**Nature of Post:** Regular (initially a limited term contract will be given, which will be extended based on performance).

**Job Description/ Role in Brief:**

To supervise the electrical works in project such as execution of Electrical systems HT/LT including co-coordinating with different agencies involved in electrical works, assisting the senior officers in project management, contract management, tendering, planning, estimating, designing of electrical layouts, SLD and circuit designing, budgeting, cost control, estimation and billing, quality control, Running operation repair and maintenance of electrical systems/ distribution, DG Sets and other services including facility management services.

**Pay and Other Benefits**

**Pay Scale :** ₹13,500-39000 (Equivalent to PB2 with grade pay of ₹4,200 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, 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 ₹35,000/-(approx.) Additional Increments can be given to suitable candidates.**

**Promotion:** Attractive promotion scheme competent individuals can go up to Senior Engineer (in PB-3).

**Higher Qualification:** The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

**Qualifications and Experience:**

**Essential Qualification & Experience:** Diploma in Electrical Engineering with 2 years of experience in any supervising capacity working with computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc.

**Preference would be given to those having**

- On site experience in supervision of execution of Electrical systems HT/LT in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination with services.
- Capable of assistance in Running operation repair and maintenance of electrical systems , DG Sets and other services.
- Have knowledge of Electrical layouts, SLD and circuit design and billing for electrical works.
- Design execution and implementation of minor addition alteration of electrical distribution systems .
- Good interpersonal and communication skills (both oral and written) essential

**Age Limit: 30 Years**

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

1. The appointment will be on Regular (initially a limited term contract will be given, which will be extended based on performance). The age of retirement will be 60 years.
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. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
4. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The number of posts may increase or decrease at the time of interview / short listing.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. The selected candidates will be expected to join within three months from the offer of appointment.
10. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the **No Objection Certificate** before the interview of OR should send his/ her application **Through Proper Channel..**
11. The applicant should clearly mention the name of the post applied for, category on the application. The incomplete/ applications or received after due date may not be considered.
12. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.

## **Campus:**

IIIT Is currently operating from a temporary campus in NSIT campus, Dwarka. Soon, it will move in its own modern campus which will come up in Okhla, Phase III.

## **How to apply:**

The complete application for in the prescribed proforma with names and contact information (email, telephone number) of at least three references by subscribing the name of the post applied, category etc should be sent **by June 30, 2012** to The Deputy General Manager, IIIT Delhi; 3<sup>rd</sup> Floor, Library Bldg., NSIT Campus; Dwarka, sector 3; New Delhi – 110078.