

Post of Officer (Sports & Student's Activities), Junior Engineer (Civil) and Junior Engineer (Electrical) at IIT Delhi.

Advt. No. 3/2013

Applications are invited for the position of Officer (Sports & Student's Activities), 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: Officer (Sports & Student's Facilities)

Nature of Post: Regular (initially a limited term contract up to 5 years will be given, which will be extended based on performance).

Job Description/ Role in Brief:

- Maintenance of Play Grounds, GYM and other Sports Facilities; Maintenance of equipments & related stock.
- Arrange instructors & coaches
- Schedule and manage camps and sports competitions for the students.
- Maintaining student discipline during the activities.
- Provide necessary support to students for organizing & participating in sports meets/ events.
- Suggest improvement plans for up-gradation of Student's Facilities and hostels & facilitating the execution of the same.
- Assist Chief Warden/ Dean (Student Affairs) in running of the hostels and other student's facilities; maintenance of discipline in and around the hostels etc.
- Any other responsibility assigned from time to time.

Pay and Other Benefits

Pay Scale: Rs 13,500-39,000 (Equivalent to PB2 with grade pay of Rs. 4,200 in Govt) 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 Rs. 40,000/-(approx.)**

In case of exceptional candidate with longer experience a higher salary in PB2 at Rs. 17,200-39000 (Equivalent to PB2 with grade pay of Rs. 4,600 in Govt) may be offered.

The selected candidate may be considered for Single accommodation within the Campus.

Additional Increments can be given to suitable candidates.

Qualifications and Experience:

Essential Qualification:

- 1) B. P. E. (three year course) with three years (5 years for higher scale) of relevant experience of working in a government autonomous bodies like IIT, NIT, IIM, AIIMS, ISC, SPA, etc. or UGC recognized universities/ affiliated colleges.

OR

Inter-university participation in Basketball/ Tennis/ Table Tennis etc.

In case the applicant had done B.P.Ed. (one year course) in place of B. P.E. he/she must have atleast five years of relevant experience (8 years for higher scale) as above.

- 2) Certificate course in coaching from any govt. institute in Basketball/ Tennis/ Table Tennis etc.
OR

Certificate course in fitness from Reebok.

- 3) Knowledge of MS office & Internet. The candidate must be used to working with e-mails as primary means of communications.

Desirable Qualification:

- Working/ experience in Educational/ R&D Organizations of repute like IIT, NIT, IIM, AIIMS, ISC, SPA, etc..
- Good interpersonal and communication skills in English and Hindi (both oral and written).

Working days/ hours:

Six days a week. We expect that the timings will not be standard office hours and will be fixed based on students' requirements. The details of which will be mutually work out later.

Age Limit: 40 Years

Post Code: 02

Post: Junior Engineer (Civil)

Nature of Post: Regular (initially a limited term contract up to 5 years 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 : Rs 13,500-39000 (Equivalent to PB2 with grade pay of Rs. 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 Rs. 40,000/-(approx.) Additional Increments can be given to suitable candidates.**

Qualifications and Experience:

Essential Qualification & Experience: Diploma in Civil Engineering with 4 years of experience in any supervising capacity working with computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc. Persons with higher qualifications need not apply.

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

Working days: Six days a week.

Age Limit: 28 Years

Post Code: 03

Post: Junior Engineer (Electrical)

Nature of Post: Regular (initially a limited term contract up to 5 years 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.

Pay and Other Benefits

Pay Scale : Rs 13,500-39000 (Equivalent to PB2 with grade pay of Rs. 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 Rs. 40,000/-(approx.) Additional Increments can be given to suitable candidates.**

Qualifications and Experience:

Essential Qualification & Experience: Diploma in Electrical Engineering with 4 years of experience in any supervising capacity working with computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc. Persons with higher qualifications need not apply.

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

Working days: Six days a week.

Age Limit: 28 Years

General Information/Condition/Instructions:

1. For all posts, the appointments will be regular (initially a limited term contract up to 5 years will be given, which will be extended based on performance).
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 candidates acquiring higher qualification may not be considered.
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 any or all the applications without assigning any reasons thereof.
6. The number of posts may increase or decrease at the time of interview / short listing.
7. The institute reserves the right not to recruit against any or all the posts.
8. Qualifications/experience 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 applications received will be accessible under RTI Act only up to six months from the date of closing.
12. 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.**
13. 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.
14. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.

Campus:

IIIT-D has a modern campus in around 25 acres in South Delhi at Okhla, Phase III, New Delhi.

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 Advt.No., Post Code and name of the post applied should be sent **by July10, 2013** to The Registrar, IIIT Delhi; Okhla Phase-III; New Delhi – 110020.