

**Advertisement for Non-Teaching post at IIIT-Delhi**

**Advt. No. 09/2018**

Online applications are invited for the following position at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Govt. of NCT of Delhi:

1. Executive Assistant (Centre for AI) : 01 Position

**Employment type:** Ad-hoc and temporary, initially on one year contract, which can be extended up to three years, based on performance.

**Qualification & Experiences:** Postgraduate in Science/ B. Tech in Engineering with 60% marks in any discipline with 2 years of relevant experience.

**Working Days:** Five days a week may be called during weekends, if required.

**Age Limit:** 35 years

**Main Responsibilities:**

- To provide necessary support to Faculty and other senior officers of the Centre of AI, make travel arrangements, organizing meetings/interview/workshops, record keeping, tracking, filing and reimbursements, equipment purchase etc.
- To maintain group website, social media handles and create reports for outreach from the technical material provided.
- Liaison with internal admin staff and external funding agencies.
- Schedule meeting with students, maintaining calendar of the faculty, arranging small internal events like lunch, workshops.
- Any additional work as assigned by the Centre Head.

**Preference would be given to those having: -**

- Good interpersonal and communication skills in English and Hindi (both oral and written).
- Ability/ experience of arranging meetings,
- Travel arrangements etc.
- Excellent Noting/ Drafting skills.
- Web Development skills preferred.
- 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.

**Salary and Mobile Reimbursement:**

Consolidated salary in the range of Rs. 40,000-45,000/-per month, depending on work experience and suitability of the candidate. Fix annual increment at the rate of Rs. 2700/- will be given in case contract is extended beyond one year (Equivalent to Scale-3 of temporary positions under Project Heads). In addition to consolidated salary, mobile reimbursement of Rs. 750/- per month.

**General Information/Condition/Instructions**

1. The appointment will be purely on ad-hoc and contract basis initially for a period of one year, which can be renewed based on performance up to three years.
2. Contract can be terminated by giving one month notice period by either side or salary in lieu of that.
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. In this regard the decision of the Institute/Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained.
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. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for interview. No request in this regard will be entertained for review etc.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. Number of positions may be increased or decreased depending upon the requirements'.
10. The selected candidates will be expected to join within one month from the offer of appointment.

**How to apply:**

Candidates shall apply online on: [www.iiitd.ac.in](http://www.iiitd.ac.in). The last date for submitting the online applications is 08.01.2019. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)