

Notification for the Post of GM/ DGM/ Senior Manager, Corporate Relations and Placements at IIIT Delhi

(Feb 22, 2013)

Indraprastha Institute of Information Technology Delhi (IIIT-D), a state university established by the Government of Delhi in 2008, is looking for an outstanding candidate for the position of General Manager (GM) / Deputy General Manager (DGM) / Senior Manager for Corporate Relations and Campus Placements.

Job Description

- Design and implement goals, policies, processes, initiatives, and strategies for placement at University, program, and specialization level in order to transform IIIT-D's placement from recruiter led to institute driven **in two years (by 2016)**
- Develop and execute focused marketing campaigns and engagement plans to target IIIT-D's existing and potential recruiters in order to have them visit the institute for final and intern placement each year
- Devise and carry out strategies to achieve not only 100% placement but high levels of average compensation as well as decent levels of lowest compensation for each program and specialization, year after year
- Build a **three-year** road map to catapult IIIT-D's placement into **top 5** in India among government owned T-schools
- Work closely with the Director, Faculty Placement Coordinator, and student placement representatives to build and implement long term and short term plans to enhance the employability of students for placement.
- Increase internship opportunities for pre-final year students of all undergraduate and postgraduate programs.
- Study, identify, and recommend the best placement software that meets the goals of IIIT-D's placement department.
- Develop a comprehensive, well structured, and clearly worded placement manual for recruiters and students, both for internship and final placement
- Deliberate, identify, and implement the industry best models for placement season for internship as well as final placement
- Work proactively with Communications Manager to design and develop print and electronic versions of placement brochures for the college and individual programs separately
- Work with Communications Manager to ensure that the content on IIIT-D's placement website is complete, current, relevant, and accurate.
- Represent IIIT-D at various HR, professional, and industry conferences and events in order to increase brand visibility of IIIT-D among corporate audiences.
- Work closely with Communications Manager to build, project, and sustain IIIT-D's brand among the University's current and prospective recruiters across the country
- Develop and implement geography specific recruiter marketing plans with special emphasis on NCR

Reports to: Joint reporting to the Faculty Coordinator and the Director

Joining: Immediate

Employment type: 3-year contract; renewable on performance.

Location: New Delhi

Retirement age: 60 years

Upper Age Limit: 55/50/45 years for GM/ DGM/ Senior Manager position.

Qualification and Experience

Essential

- A postgraduate degree in any discipline
- Around 15 / 12 / 10 years of overall work experience
- Significant experience in managerial capacity

Preferred

- Experience in campus placement or corporate relations at T-schools
- Background in interfacing with research institutes and overseas universities.
- A proven track record of meeting or exceeding targets using transparent and ethical means
- Presentation style communication skills

Compensation

- Pay Scale:
 - **GM:** Rs.46,100-75,700 (similar to Pay Band 4 with grade pay of Rs.8,700 as in government)
 - **DGM:** Rs.23,200-46,700 (similar to Pay Band 3 with grade pay of Rs.7,600 as in government)
 - **Senior Manager:** Rs.22,200-45,700 (similar to Pay Band 3 with grade pay of Rs.6,600 as in government)
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- Starting CTC will be around Rs.1,20,000, Rs.85,000, and Rs.75,000 respectively for GM, DGM, and Senior Manager.
- Besides the initial CTC, advance increments at the start of the contract are possible for high caliber candidates.
- The CTC includes other allowances such as Dearness Allowance (DA), House Rent Allowance (HRA), Travel allowance (TA) and employer's contribution towards New Pension System (NPS) which are at central govt. rates and Leave Travel Concession (LTC), Medical, Telephone/ Broadband expenses etc. are as per norms of IIIT-D. Attractive leased accommodation option, where the institute's share of the monthly lease rental is nearly twice the HRA* component of the employee's monthly salary.
- IIIT-D provides a laptop computer to its employees in order to support their commitment to work.

* In cases of leased accommodation, HRA is deducted from employee's salary.

Beyond Compensation

- Very informal and highly entrepreneurial environment in a flat, growing, and respected academic organization in India
- The opportunity to work alongside of world class faculty and researchers.
- The exciting opportunity to work with and place in cutting edge jobs the world's future inventors, discoverers, innovators, and CXOs in top notch Indian and foreign multinationals.
- A chance to meet and interact with CXOs from the corporate world.
- The opportunity of frequent travel across India as part of the efforts to create recruiter relationships and attend seminars and professional events.
- A chance to contribute to India's brand globally in research, innovation, education, and technology.

Selection Procedure

1. Selection procedure will consist of resume screening and may be two rounds of discussion with the applicant – a preliminary round and a final comprehensive round.
2. The first part of the selection procedure will involve resume screening in order to build a short list of applicants for the first round of interaction.
3. The applicant's discussion will be with a multi-member panel constituted for the purpose by IIIT-D.
4. The initial round of interaction with outstation applicants may be carried out on phone.
5. The second and final round of interaction would include a brief slide presentation by the applicant about their past work and intended strategy for IIIT-D's placement.
6. In the second round, the electronic presentation would be followed by a discussion with the panel. The discussion will be around the ideas and thoughts conveyed in the presentation.

General Information to Applicants

1. The initial appointment will be on contract for a period of three years and is renewable subject to performance.
2. The age of retirement for all regular and contract employees at IIIT-D is 60 years of age. As of today, all employees at IIIT-D have been appointed on contract basis.
3. The mere fact that a candidate has met the prescribed qualifications and experience will not entitle them to be called for interview.
4. *Qualifications, experience or age may be relaxed for exceptional candidates.*
5. Applicants will be considered for the appropriate pay scale and position based on their profile and performance in the interviews.
6. The selected candidate will have come onboard within three months from the offer of appointment.
7. IIIT-D holds the right to decline any or all of the applications without providing any reasons, if the institute concludes that the applicants have not met the expected standards.
8. As per the RTI Act, resumes of unsuccessful candidates will remain accessible up to 6 months from the completion of selection process.
9. The number of advertised posts may go up or down at the time of short listing or interviews.
10. *Employment reservation: As per government norms.*
11. IIIT-D reserves the right not to recruit any against the announced post.

How to Apply

1. Applicants should email their resume at admin-hr@iiitd.ac.in .
2. In the subject line of the email, write *For Senior Placement Executive Post at IIIT-D* followed by a hyphen and applicant's name. Example: *For Senior Placement Executive Post at IIIT-D – Sanjay Sharma*.
3. Please refer to *page 4 of this notification* for format of the resume.
4. Resume should be in Microsoft Word or PDF format.
5. Resumes that are not in recommended format or received after the specified date will not be considered.
6. Applicants working in union or state government organizations, autonomous bodies, or federal or state PSUs will be required to produce employer's *No Objection Certificate (NOC)* at the time of interview.
7. *Referees:* The resume should list the names and contact details of three persons, who can testify the applicant's professional experience, achievements, and personal integrity.
8. **Last Date for sending resume:** Saturday, March 9, 2013.

About IIIT-D

- IIIT-D is much similar to IIIT-H in terms of faculty quality, research focus, and academic standards.
- Set up in 2008, IIIT-D is a Delhi State University (autonomous institution).
- Offers [bachelor's](#), [master's](#), and [doctoral](#) programs in CSE and ECE.
- IIIT-D's first batch of bachelor's and master's students passed out in 2012.
- Has leading edge research groups in *Information Management, Analytics, Security, Mobile Computing, Biometrics, and Software Engineering*.
- Has 25 [all-PhD](#), full-time faculty, besides [12](#) visiting and adjunct professors.
- B Tech (CSE) has been rated the [second best](#) in India, outside IITs.
- First batch of B Tech: **100%** placement and [Rs.8.7 lac](#) in mean salary.
- *Recruiters: Adobe, Citrix, IBM Research, Informatica, Microsoft, PayPal, etc.*
- For more details of the institute, check www.iiitd.ac.in.

Campus

- Located at Phase 3, Okhla, in South Delhi, IIIT-D has a modern and green campus of 25 acres.
- The campus is 25 kilometers or 45-to-60-minute drive from the IGI airport, one kilometer from Govindpuri Metro Station, and 15 kilometers or 30-minute drive from Noida expressway.

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. Post applied for
3. Education
 - List qualifications starting with bachelor's degree as well as the year they were acquired.
4. Professional summary
 - Provide a brief summary of your work experience in 4-6 statements.
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 (optional)
7. References
 - List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
 - Provide their e-mail addresses and current mobile phone numbers.
 - Provide their current designation, current employer, and location.
 - Referees should be persons you have worked with in past or current employment.
 - At least one of the three should be from your current organization.
8. Contact details
 - Postal address, e-mail address, and mobile phone number.