



(A State University set up by the IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi))

Advertisement for Non-Academic Post

Advt. No. 08/2021 dated July 14, 2021

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

1. Manager (Academics) : 01 (One) Post

The employment to the above post will be full-time, Regular (initially on a Contract for 5 years and renewable as per Institute guidelines.)

Essential Qualification & Experiences

Post Graduate in any discipline with 55 % marks and (a) 3 years' relevant experience at the Pay Level-8 of 7th Pay Commission Matrix or equivalent approx. monthly CTC of Rs. 81,000/- (monthly salary drawn) for those working in a private setup or (b) 5 years' relevant experience at the Pay Level-7 of 7th Pay Commission Matrix or equivalent approx. monthly CTC of Rs. 77,000/- (monthly salary drawn) for those working in a private setup.

Desirable:

1. Working experience in a University/Education or Research Institution of repute on a regular scale.

Key Responsibilities

1. Overall Coordination/supervision of the work of Academic Section;
2. Implementation of all UG/PG Matters;
3. Updating and implementation of academic regulations and processes documents;
4. To ensure smooth conduct of admission processes;
5. Supervision and conduct various admission outreach activities;
6. To organise and conduct meetings of the academic bodies including preparation of agenda and minutes of the meeting;
7. Course Planning, Course Allocation, Semester Planning and Scheduling;
8. To ensure the integrity, accuracy and security of all academic records of current and former students in ERP;
9. Supervision of various affiliation processes such as NAAC, NBA, UGC, AICTE, AISHE etc
10. Supervision of application for various Rankings such as QS, THE, NIRF etc;
11. To set policies and procedure to facilitate effective student registration and enrolment;
12. To ensure course schedules, time table and other contents of the website are up-to-date.
13. To ensure timely payment of scholarships/ stipend/ fellowships/ fee waiver to the students

14. To ensure effective use of resources including classrooms, labs etc.
15. Liasoning with various external agencies for conducting on campus activities that are beneficial for the institute.
16. Analysing and recommending actions for improvement for overall academic functions on campus
17. Any other responsibility assigned from time to time by the Institute.

Pay and Other Benefits

S. No.	Title of Post	Pay Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Manager (Academics)	10	56,100/-	Rs. 1,18,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation at approved rate, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, Professional Development Account & such other benefits as applicable from time to time.

Note:

1. Qualification, age and experience will be reckoned as on the last date of this advertisement and no relaxation in this regard, under any circumstance, will be allowed. Those meeting the criteria should only apply. The application fee of those not meeting the criteria will not be refunded.

General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 40 years. Age limit does not apply to the internal candidates.
2. Appointment to the post will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per the Institute's regulations. The age of retirement is 60 years.
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 through any means.
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 age, qualification and experience, etc.
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. The selected candidates will be expected to join within one month from the date of Offer of Appointment.
9. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate at the time of interview or should send his/ her application through proper channel.

Application Fee:

Candidates (Other than SC, ST, PWD, Internal candidates) are required to pay a non-refundable application fee of Rs.118/- (Rupees One Hundred and Eighteen only) through online mode.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in . The last date for applying online is August 06, 2021 by 5 PM. Incomplete application, without payment proof or will be summarily rejected.

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