INDRAPRASTHA INSTITUTE *of* INFORMATION TECHNOLOGY DELHI

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

Advt. No. 08/2021   Date: October 13, 2021

Advertisement for Non-Academic Position/s

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

1. Junior Manager (Academics)   : 02 posts

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

1. Junior Manager (Academics):

Essential Qualification & Experience:
Post Graduate in any discipline or equivalent* with 55 % marks and Minimum 01 year's relevant experience on annual CTC of 3.5L.

*Equivalent: All such bachelor degree programs which are having a time duration of 4 years or more.

Desirable: Working experience in Educational Institute/ R&D Organizations/ MNC of repute.

Key Responsibilities-
To extend support to the Academics wing of the institute, by handing academic affairs of UG/PG programs of the institute, such as admissions, student related academic matters, conduct of examinations, award of degree, conduct of convocation etc.

Preference would be given to those having:
- Excellent communication skills (Oral and Written) in English and Hindi.
- Excellent Noting/ Drafting skills.
- Ability to quickly learn organization & processes
- Ability to maintain interpersonal relationships.
- Microsoft Office Suite including Excel and Word.

Pay and Other Benefits

S. No.	Title of Post	Pay Level (7th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Junior Manager (Academics)	4	25,500/-	Rs. 66,000/-

Other benefits as recommended by the FC & BoG of the Institute include Dearness Allowance as adopted at par with govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, PDA & such other benefits applicable from time to time.

Note:
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.

General Information/ Conditions/ Instructions:

1. Age limit: The maximum age limit is 30 years.
2. Applications are to be submitted online on the Institute website only https://www.iiitd.ac.in/careers
3. 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.
4. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for the selection process. 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.
5. Those who are working in private organization should fill up their annual CTC drawn.
6. Those who are working in Govt organizations/autonomous bodies etc. should fill up their Pay level and Basic Pay drawn.
7. In case of large number of applications are received, the Screening Committee may restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of desirable qualification and experience etc.
8. The screening of applications will be done based on the information provided by the candidates; hence a candidate should ensure to furnish optimum information while filling up the application form. The key responsibilities are mandatory to be provided for each employer. Incomplete applications will be summarily rejected.
9. A candidate should ensure his/her eligibility before applying and those meeting the eligibility criteria should only apply. The application fee of those not meeting the criteria will not be refunded.
10. The grade points are to be converted to the percentage of marks using 10-point scale system.

11. Shortlisted candidates will be informed for the selection process through registered e-mails only.
12. During selection process or at a later stage, if it is found that the information provided by the candidate in the application is form is incorrect, he/she shall be disqualified from the recruitment process or services will be liable for termination without prior intimation.
13. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof.
14. The Institute reserves the right to increase/decrease the number of position/s and not to recruit against the advertised position/s.
15. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further selection process. No request in this regard will be entertained for review etc.
16. 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.
17. The selected candidates will be expected to join within one month from the date of offer of appointment.
18. The appointment of SC/ST/OBC/EWS/PWD candidate shall be on provisional basis and will be subject to verification of Caste/ Tribe certificate etc.
19. The incumbent will be on a probation period which will be initial one year of the term and can be further extended up to another year based on performance.
20. During probation period, the services can be terminated by giving one month's notice period or salary in lieu of notice period if the performance or conduct of the incumbent is not found satisfactory.
21. The employment at the Institute shall be governed by the Acts, Statutes, Rules and Regulations, Service Conditions, as may be notified by the Institute from time to time.

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) online mode.

How to apply:

Candidates shall apply online on: https://www.iiitd.ac.in/careers/ . The last date for applying online is November 01, 2021 by 5 PM. Incomplete application, without payment proof or will be summarily rejected.

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