



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

Advertisement for Non-Academic Post/s

Advt. No. 05/ 2022 dated 10th June 2022

Online applications are invited against a leave vacancy for the following position/s 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-Grade-I (HR) : One (01) post (against leave vacancy)

The employment to the above post is on full-time and regular basis against the leave vacancy for a period of one year from its occurrence, i. e. July 01, 2022 or resuming back of the employee, whichever is earlier.

In case the employee on leave will not be resuming back on the expiry of leave than the contract term may be extended as per contractual framework at the Institute which is another period of four years based on performance evaluation towards the expiry of one year.

In case the contract term is extended, the initial one year will be treated as probation period and the same will be subject to evaluation and satisfactory performance. The probation period may also be extended, if required.

Essential Qualification & Experiences

Post Graduate in the relevant field (MA/M. Sc/MBA(HR) or equivalent degree) with 55% marks and minimum 01 year's relevant experience at annual CTC of 3.5 lakh per annum.

Desirable:

1. Full-time Degree;
2. Working experience in University/Education or Research Institution of repute on regular scale;
3. Excellent communication and presentation skills;
4. Excellent Interpersonal Skills;

Key Responsibilities

- Facilitating joining formalities of the staff and faculty;
- Upkeeping service records of employees;
- Handling leaves portal and associated queries;
- Processing employee insurances viz. Health, Life and Critical Care and associated queries;
- Processing various benefits related claims;
- Issuance of various documents to stakeholders;
- Maintain employee's data and its supply as per requirements;



- Any other work assigned from time to time.

Pay and Other Benefits

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

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

Note:

1. Qualification, age and experience/s will be reckoned as on date of publication of this advertisement.

General Information/ Conditions/ Instructions

1. Age limit:
 - a. The maximum age limit for Junior Manager is 30 years.
 - b. Age limit is not applicable for internal candidates.
2. The employment to the above post is against the leave vacancy for a period of one year from its occurrence, i. e. July 01, 2022 or resuming back of the employee, whichever is earlier.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing 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.
4. Shortlisted candidates will be informed for the selection process through e-mails only.
5. The Institute reserves the right to restrict the number of candidates for the selection process 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 the selection process. No request in this regard will be entertained for review etc.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
10. Number of positions may be increased or decreased depending upon the requirements.
11. The selected candidates will be expected to join within one month from the offer of appointment.
12. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate at the time of selection process.



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) via online mode only.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in. The last date for submitting the online applications is 1st July 2022 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)

