



Advertisement for Non-Academic Posts

Advt. No. 06/ 2023

Date: May 16, 2023

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. Manager (Civil) : 01 (One) Post;
2. Manager (Electrical) : 01 (One) Post;
3. Manager (Stores & Purchase) : 01 (One) Post

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

Essential Qualification & Experiences for Manager (Civil)

B.E./B. Tech. or equivalent in Civil Engineering or higher qualification in the discipline with 55% marks and

- (a) 3 years' relevant experience at Pay Level-8 of 7th Pay Commission Matrix or equivalent, approx. CTC of Rs. 83,200/- (monthly salary drawn) for those working in a private setup.

Or

- (b) 5 years' relevant experience at Pay Level-7 of 7th Pay Commission Matrix or equivalent, approx. monthly CTC of Rs. 78,900/- (monthly salary drawn) for those working in a private setup.

Desirable:

- Working Experience in University/educational or research Institution.

Key Responsibilities Manager (Civil)

- Civil, Plumbing, addition-alteration & new/ renovation/repair works/record keeping/maintenance.
- Tendering/Approval/Issue of Work-Orders for Civil Works.
- Contract administration and management; bill verification; Quality Assurance /Quality Control.
- Repair and Maintenance – all internal /external civil, plumbing works, Internal & External Finishes etc
- Operation & Maintenance of Services and assistance in smooth operations of campus/events.
- Managing the Facility Management Services including Housekeeping and Horticulture, tendering process and day-to-day management of these.
- Management of Transport Services including tendering for transport logistics.
- Management of Security Services including tendering process.

- Logistic support for shifting of Material etc.
- Managing bookings of Common Spaces in the Institute.
- Event Management Services including Food & Beverages.
- Transit accommodation facility booking, maintenance and Swimming pool management including approvals
- Local agency /Govt. agency coordination/ Attending meetings/hearings/cases etc. in related cases.
- Waste management, including segregation and safe disposal.
- Launderette/laundry services.
- Updation of Lands and Building asset register
- Complete knowledge of fire alarm and firefighting works, drills etc.
- Allotment and maintenance of faculty housing and other accommodations as per Institute norms
- Any other tasks assigned by the Competent Authority from time to time.

Essential Qualification & Experiences for Manager (Electrical)

B.E./B. Tech. or equivalent in Electrical/Electronic Engineering or higher qualification in the discipline with 55% marks and

(a) 3 years' relevant experience at Pay Level-8 of 7th Pay Commission Matrix or equivalent approx. CTC of Rs. 83,200/- (monthly salary drawn) for those working in a private setup.

Or

(b) 5 years' relevant experience at Pay Level-7 of 7th Pay Commission Matrix or equivalent approx. monthly CTC of Rs. 78,900/- (monthly salary drawn) for those working in a private setup.

Desirable:

- Working Experience in University/educational or research Institution.

Key Responsibilities Manager (Electrical)

- Tendering/Approval/Work-Orders/ procurement & erection /repairs to plant & equipment for MEP works.
- Interior addition, alteration, coordination/ design and execution/record keeping for civil and MEP works.
- Contract administration and management; bill verification; Quality Assurance/Quality Control complete.
- Repair and Maintenance – Mechanical /Electrical services works.
- Estate Management – including generation of vendor bills, monitor payments and allocation of Faculty residences.
- Tendering of mess and canteen facilities.

- Tendering for Facility Management and all AMC services and their management.
- Operation & Maintenance of Services HT/LT/ELVS:
 - Lifts
 - Fire Fighting & Alarm system
 - HVAC
 - UPS, DG Sets & BMS
 - CCTV,
 - Security Access Control System (SACS)
 - Electrical Substation
 - Heat pump
 - AV system
 - Solar Hot Water System with PNG backup
 - Plumbing, STPs & Composter
 - Lightening Arrestors, earthing etc.
 - AMC of all services and equipment –tendering-comprehensive /non comprehensive.
- Billing – Electricity, PNG Gas, Water Supply, DTH or any other utilities etc. for occupants/centre’s/vendors etc.
- Technical Office Documentation, Record Keeping & assistance in preparation of Agenda/MOM for reporting officer /self in various committees.
- Updation of Lands and Building Assets register
 - Ensure timely release of advance and payment towards the works/AMC’s
 - Timely Procurement advice of stores at Institute,
 - Tracking of procurement requests and follow ups,
 - Coordination with multiple vendors/ architects/consultants for new works
- Complete knowledge of fire alarm and firefighting works, drills etc.
- Any other tasks to be assigned by the Competent Authority from time to time.

Essential Qualification & Experiences for Manager (Stores & Purchase)

Post-Graduate Degree or equivalent with 55% marks and

(c) 3 years’ relevant experience at Pay Level-8 of 7th Pay Commission Matrix or equivalent, approx. CTC of Rs. 83,200/- (monthly salary drawn) for those working in a private setup.

Or

(d) 5 years’ relevant experience at Pay Level-7 of 7th Pay Commission Matrix or equivalent, approx. monthly CTC of Rs. 78,900/- (monthly salary drawn) for those working in a private setup.

Desirable:

- Working Experience in University/educational or research Institution.

Key Responsibilities Manager (Stores & Purchase)

- Procurement of goods and services as per laid down procedures and methods of the Institute,
- Upkeeping RFID system of recording capital assets of the Institute and Research Projects,
- Maintenance and upkeeping of computerized system of recording consumable items,
- Registration of authorized vendors of the Institute for supply of goods and services, and evaluation of their performance,
- Ensuring maintenance of essential store records,
- Ensure overseas shipment clearance from custom,
- Renewal of Annual Maintenance contracts for various services and goods,
- Verification of fixed assets, updation of fixed asset register.
- Ensure timely delivery of goods and services,
- Ensure timely release of advance and payment towards purchases
- Timely Procurement advice of stores at Institute,
- Tracking of procurement requests and follow ups,
- Coordination with multiple vendors and indentors for purchases
- Disposal of Goods, and
- Any other tasks assigned by the Competent Authority from time to time.

Pay and Other Benefits

S. No.	Title of Post/s	Pay Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Manager (Civil)	10	56,100/-	1,40,000/-
2.	Manager (Electrical)	10	56,100/-	1,40,000/-
3.	Manager (Stores & Purchase)	10	56,100/-	1,40,000/-

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, PDA & such other benefits applicable from time to time.

Note:

Age and experience will be reckoned as on the last date of this advertisement.

General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 40 years. Age limit does not apply to the internal candidate/s.
2. Applications are to be submitted online on the Institute website only www.iiitd.ac.in .

3. Appointment to the post/s 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 in the application form.
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 document verification/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 evaluation.
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: www.iiitd.ac.in . The last date for applying online is June 05, 2023 by 5 PM. Incomplete application will be summarily rejected.

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