



**Advertisement for Non-Academic Post**

**Advt. No. 07/ 2023**

**Date: September 11, 2023**

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 (Corporate Communication) : 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 degree in Public Relations/Marketing/Journalism/Business Communication/Marketing Communications/Media studies with 55% marks and

- (a) 3 years' relevant experience at Pay Level-8 of 7<sup>th</sup> 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 7<sup>th</sup> Pay Commission Matrix or equivalent, approx. monthly CTC of Rs. 78,900/- (monthly salary drawn) for those working in a private setup.

**Desirable:**

- I. Prior marketing or communications experience in an academic or research institute.
- II. Previous experience as a journalist in the news media, script writer in broadcast media, or online content developer.
- III. Good interpersonal and communication skills in English and Hindi (both, oral and written).

**Key Responsibilities**

- Design and develop communications campaigns around events, initiatives, and achievements of IIIT-Delhi;
- Leverage all sorts of media including but not limited to social media, internal announcements, fliers, mailers, information booklets, posters, press releases, and posts on IIIT-Delhi website.
- Compile and Prepare Annual Report of the Institute, department level brochures, admissions brochures, program brochures, placement brochure, and event brochures.
- Set up IIIT-Delhi's Communications Office whose initiatives should facilitate and increase quality of admissions and placements and create interest in industry and overseas Universities for

research collaborations with IIIT-Delhi and better visibility for IIIT-Delhi's brand among various stakeholders.

- Enhance the uptake of international students.
- Represent IIIT-D at various professional, academic, and industry events and conferences in order to increase brand visibility of IIIT-D among participating audiences.
- Be the single point of contact (SPOC) for local, national, and international news media of all formats – print, broadcast, and online.
- Assist in developing and editing newsletters and creating editorial guidelines for students published on-campus magazines.
- Set up guidelines for posting and editing content on the Institute website.
- Regularly review and refine content on IIIT-Delhi's website to ensure that content is current, relevant, accurate, and in tune with the brand objectives of IIIT-D.
- Lead IIIT-D's Brand and lead IIIT-D's media, PR, and brand initiatives.
- Any other task as assigned by the Competent Authority.

#### Pay and Other Benefits

S. No.	Title of Post/s	Pay Level (7 <sup>th</sup> PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Manager (Corporate Communication)	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](http://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](http://www.iiitd.ac.in) . The last date for applying online is October 03, 2023 by 5 PM. Incomplete application will be summarily rejected.

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