



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

Advt. No. 12/ 2024

Date: 24-12-2024

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

APPLICATION FORM CAN BE FILLED ONLINE FROM 24-12-2024 AND THE LAST DATE OF APPLICATION IS 15.01.2025.

Post Summary

S. No	POST CODE	NO OF POSTS	POST NAME	PAY LEVEL	SPECIALIZATION
1	12/2024/1	1	Assistant Administrative Officer (AAO) Academics Division	6	*Academics
2	12/2024/2	1	Assistant Administrative Officer (AAO) Placement Division	6	*Placement
3	12/2024/3	1	Junior Administrative Officer (JAO) HR Division	4	*Human Resources (HR)
4.	12/2024/4	1	Deputy Administrative Officer (DAO) HR Division	8	*Human Resources (HR) (Against Leave vacancy)

- Preference will be given to EWS candidates for AAO(Academics), OBC candidates for AAO(Placements), SC candidates for JAO(HR).
 - The Institute may consider candidates from other categories for these specialized positions if suitable candidates are not available.
- *Institute reserves the right to place selected candidates in any division, as per the requirement of the Institute.

The detailed guidelines about the post are as below.

S. - No	POST CODE, NAME & CATEGORY	ESSENTIAL QUALIFICATIONS & EXPERIENCE	DESIRABLE SKILL SET /INDICATIVE JOB DESCRIPTION	AGE LIMIT
1.	<p>Post Code – 12/2024/1</p> <p>Assistant Administrative Officer (Academics)</p> <p>Pay Level - 6</p>	<p>Graduate in relevant domain with good academic record (minimum 55% marks) and total 8 years of relevant experience.</p> <p>Or</p> <p>PG/Degree in Engineering with good academic record (minimum 55% marks) and total 7 years of relevant experience.</p>	<ul style="list-style-type: none"> • Provide support to the Academic Division of the Institute by managing academic affairs for UG and PG programs. This includes overseeing admissions, timetabling, classroom arrangements, and student-related academic issues. • Facilitate registration, scholarship processes, examination conduct, degree conferral, and convocation organization. • Demonstrate knowledge in data preparation and application processes for various accreditation, rankings, NAD, ABC, and related initiatives. • Strong communication skills in both English and Hindi (oral and written). • Proficient in noting and drafting correspondence. • Quick learner with the ability to understand organizational processes. • Strong interpersonal skills to maintain effective relationships. • Proficient in Microsoft Office Suite, including Excel and Word. • Prior experience in a similar academic or administrative role is preferred. 	35
2.	<p>Post Code – 12/2024/2</p> <p>Assistant Administrative Officer (Placement)</p> <p>Pay Level - 6</p>	<p>Graduate in relevant domain with good academic record (minimum 55% marks) and total 8 years' experience (including 3 years of relevant experience)</p> <p>OR</p> <p>PG/Degree in Engineering with good academic record (minimum 55% marks) and total 7 years (including a minimum of 02 years of relevant experience)</p>	<ul style="list-style-type: none"> • Collate information from leading companies about skills required for various job profiles. • Effectively communicate with recruiters and make them understand the student's strength & the unique capabilities of the institute. • Invite a minimum of 20 new recruiters to visit the campus for final placement in one campus season, with compensation range 7 lacs & above. 	35

			<ul style="list-style-type: none"> • Provide a minimum 15 to 20 short & long duration internship opportunities for final & pre-final year students of all UG & PG programs in one season. • Achieve individual targets assigned for the annual recruitment & internships process. • Stay updated on the job market, industry trends and economic market dynamics to understand the pulse of the market and develop placement strategies accordingly. • Track and maintain placement & internship database, collecting feedback from all recruiters, all documentation, record keeping, filing, maintaining student tracker, institute calendar etc. • Design and implement goals, initiatives, strategies clearly worded placement & internship policies, processes for the University. Design and develop print and electronic versions of placement brochures, manuals & leverage social media platforms for collecting relevant job opportunities, to network with employers of various designations of companies. • To assist GM placement to update the content on IIIT-D's placement website & ensure that it is complete, current, relevant, and accurate. • Conducting Mock test, Mock Interviews, Sessions & Start-Up Fair. • Work closely with the Placement Team and PlaceCom student members. • Ability to work with other departments in a cordial manner for smooth execution of placements. • Contribute towards any other task from time to time. 	
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3	<p>Post Code – 12/2024/3</p> <p>Post name – JUNIOR ADMINISTRATIVE OFFICER (HR)</p>	<p>Graduate with good academic record (minimum 55% marks) and total 3 years of relevant experience.</p> <p>OR</p> <p>Degree in Engineering with good academic record (minimum 55% marks) and total 2 years of relevant experience.</p> <p>OR</p> <p>Post Graduate with good academic record (minimum 55% marks) and total 1 year of relevant experience.</p>	<ul style="list-style-type: none"> • End to end employee work life cycle management, including, but not limited to: <ul style="list-style-type: none"> • Recruitment support. • Service Record Management. • End to end Group Health Insurance & Group Term Insurance management. • Review Management • ERP Module Management. • Other HR/Establishment matters. Any other task assigned by Competent Authorities. 	32
4	<p>Post Code – 12/2024/4</p> <p>Post name – DEPUTY ADMINISTRATIVE OFFICER (HR)</p> <p>(Against Leave Vacancy)</p>	<p>PG/Degree in Engineering/Computer Science/others with good academic record (minimum 55% marks) and total 8 years of relevant experience.</p>	<ul style="list-style-type: none"> • End to end employee work life cycle management, including, but not limited to: <ul style="list-style-type: none"> • Recruitment support. • Joining formalities. • Service Record Management with zero scope of error. • End-to-end leave Management. • End to end Group Health Insurance & Group Term Insurance management. • Review Management (Probation review, Term Review, Promotion Review). • Service Books Management. • ERP Module Management. • Other HR/Establishment matters. Any other task assigned by Competent Authorities. 	36

General Information:

- All posts are contractual; initially for a period of five years or as recommended by the Selection Committee, extendable as per Institute norms and as per provisions of the Recruitment and Promotion Rules for Non-Teaching Staff – 2024.
- Age and experience will be reckoned as on the last date of this advertisement.
- Age Relaxation will be as per norms of Government of India. Employees (including outsourced staff and employees working in Centres, Section-8 companies etc.) of the Institute will be eligible for age relaxation of up to five years or the serving period, whichever is less.
- 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 will be final and no request in this regard for reconsideration etc. will be entertained through any means.
- A candidate should ensure his/her eligibility before applying and those meeting the eligibility criteria should only apply.
- The application fee of those not shortlisted will not be refunded.
- Grade points, where the University is not following any criteria for conversion into percentage, may be converted to percentage of marks using 10-point scale system.
- Shortlisted candidates will be informed for the selection process through e-mails mentioned in the application form only.
- During document verification/selection process or at any later stage, if it is found that the information provided by the candidate in the application form incorrect, he/she shall be disqualified from the recruitment process or services will be liable for termination without prior intimation.
- The Institute reserves the right to relax any eligibility or experience criteria or increase/decrease the number of post/s or not recruit against the advertised post/s or cancel the advertisement without assigning any reason. In the matters of interpretation, the decision of the appointing authority will be final and binding. The appointing authority may refer the matter to the Board of Governors for any further discussion and decision.
- The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof. The Institute reserves the right to relax age/ experience, in exceptional cases or in case of candidates already holding analogous post in a teaching/Research & Development Organizations/Industry.
- Past experience may be considered in determining the qualifying service, subject to recommendation of the Screening Committee.
- For those candidates who apply while working in private organizations, the equivalent experience will be considered, as application.
- A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate and Vigilance Clearance through proper channel.

- Applications received pursuant to the advertisement, shall be scrutinized for eligibility by the Screening Committee to be constituted by the Competent Authority. The Institute can devise additional shortlisting criteria or use higher eligibility/experience, if the number of applications is very large.
- The provisionally the shortlisted applicants will be called for further selection process, as determined by Competent Authority.
- Internal candidates, while submitting application for any post for Direct Recruitment, shall duly inform the HR division & Head of the Division. NoC will not be given at later stage, if there is no prior intimation and the candidature may be cancelled.
- The selected candidate/s can be placed in any administrative department of the Institute.
- Deserving candidate/s may be given higher starting salary/additional increments/pay protection.
- The appointment of SC/ST/OBC/EWS/PwD candidate shall be on provisional basis and will be subject to verification of Caste/ Tribe / PWD certificate etc.
- Candidature is also liable to be cancelled at any stage of the selection process if the documents submitted could not be verified, or any other issue regarding integrity or falsity of claims comes to light.

Application Fee

- A non-refundable application fee of INR 590 will be charged from the candidates applying for each advertised post.
- No application fee will be charged from SC, ST, PwD and women candidates.
- Internal candidates, including allied staff, are also exempted from payment of application fee.

How To Apply

Candidates shall apply online on <https://iiitd.nurecampus.com/NURE/OnlineRecruitmentApplication.action> The last date for applying online is **15-01-2025** by 5 PM. Incomplete applications or those where fees is not paid will be summarily rejected. For any queries related to the process of the recruitment portal, please email us at admin-hr@iiitd.ac.in.

Registrar