



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

**Advertisement for Non-Academic Posts on Consolidated Salary**

**Advt. No. 10/ 2024**

**Date: 25<sup>th</sup> November 2024**

Online Applications are invited for the following posts **ON CONSOLIDATED SALARY** for a duration of three months(extendable) at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

**Post Summary**

S. No	NO OF POSTS	POST NAME	CONSOLIDATED SALARY
1	2	Academic Executive	INR 40,000 per month

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Academic Executive	<p>The ideal candidate should be highly organized, detail-oriented, and capable of managing multiple tasks while maintaining a high level of professionalism. The indicative skill set/job description is as mentioned below:</p> <p><b>Key responsibilities</b></p> <ul style="list-style-type: none"><li>To extend support to the Academics wing of the institute, by handling 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.</li></ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"><li>Excellent communication skills (Oral and Written) in English and Hindi.</li><li>Excellent Noting/ Drafting skills.</li><li>Ability to quickly learn organization &amp; processes</li><li>Ability to maintain interpersonal relationships.</li><li>Microsoft Office Suite including Excel and Word.</li></ul>	<p>Graduation or above</p> <p>Desirable: Experience in relevant field.</p>

**General Information:**

- The above posts are on Consolidated Salary & purely contractual in nature. The tenure will be initially for a period of 3 months, which is extendable based on requirement.
- The contract can be terminated with 15 days' notice. The contract can be extended based on the performance and requirements of the Institute.

**How To Apply:**

Candidates shall share detailed CV and Cover Letter mentioning 'why you are interested in this role' on [recruitment@iiitd.ac.in](mailto:recruitment@iiitd.ac.in). The last date for applying is 5<sup>th</sup> December 2024 by 5 PM. Please mention subject line as APPLICATION FOR THEPOST OF\_\_\_\_\_.

Registrar