



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

**Advertisement for Non-Academic Posts**

**Advt. No. 07/ 2024**

**Date: 21<sup>st</sup> August 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 27<sup>th</sup> AUGUST 2024 AND THE LAST DATE OF APPLICATION IS 24<sup>th</sup> SEPTEMBER 2024.

**Post Summary**

S. No	POST CODE	NO OF POSTS	POST NAME	PAY LEVEL	SPECIALIZATION	CATEGORY
1	07/2024/1	1	Junior Engineer (Civil)	4	Estate/Facility Management	EWS
2	07/2024/2	1	Junior Engineer (Electrical)	4	Estate/Facility Management	ST
3	07/2024/3	2	Junior Administrative Officer (HR)	4	Human Resources (can be allotted other responsibilities, if required)	1 OBC, 1 SC
4	07/2024/4	1	Junior Administrative Officer (Accounts/IRD)	4	Accounts	OBC
5	07/2024/5	1	Junior Library Officer	4	Library	EWS
6	07/2024/6	1	Assistant Administrative Officer (Placement)	6	Placement (can be allotted other responsibilities, if required)	OBC

Preference will be given to candidates of reserved categories. 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 QUALIFICATION & EXPERIENCE	DESIRABLE SKILL SET /INDICATIVE JOB DESCRIPTION	AGE LIMIT (As per recruitment rules 2024)
1	Post Code – 07/2024/1  Post name – <b>JUNIOR ENGINEER (CIVIL)</b>  Category – EWS	Degree in Engineering (Civil) OR equivalent with good academic records (minimum 55% marks)  AND At least 2 years of relevant experience OR equivalent experience for those working in private organizations.	<ul style="list-style-type: none"> <li>• Site supervision of any type of breakdown and preventive repair maintenance /additional works.</li> <li>• Preparing drawings and estimates for minor works.</li> <li>• Study &amp; execution of works.</li> <li>• Maintaining daily progress reports.</li> <li>• Manpower and material management for departmental works.</li> <li>• Assisting in billing of works.</li> <li>• Keeping log books /records of miscellaneous civil, plumbing addition, alteration &amp; major renovation/repair works / agreements /awards.</li> <li>• Checking &amp; testing of civil construction materials, plumbing materials &amp; firefighting materials.</li> <li>• Assisting in tendering/approval/work-orders.</li> <li>• Assisting in local agency /Government agency coordination.</li> <li>• Assisting in security and transport management with record keeping, bill processing, fleet management.</li> <li>• Works to be performed in coordination with all FMS, security, housekeeping and AMC agencies and as directed by reporting officer/s.</li> <li>• Any other administrative tasks assigned from time to time.</li> <li>• There will be a 6 days' work week for this post.</li> </ul>	32

2	<p>Post Code – 07/2024/2</p> <p>Post Name – <b>JUNIOR ENGINEER (ELECTRICAL)</b></p> <p>Category – ST</p>	<p>Degree in Engineering (Electrical) OR equivalent with good academic records (minimum 55% marks)</p> <p>AND</p> <p>At least 2 years of relevant experience OR equivalent experience for those working in private organizations.</p>	<ul style="list-style-type: none"> <li>• Site supervision of works on any breakdown and preventive maintenance running and operations of Mechanical, Electrical and Fire alarm safety works.</li> <li>• Preparing drawings and estimates of minor works.</li> <li>• Checking testing of electrical panels, Lifts, HVAC panels pumps and systems, plumbing &amp; Firefighting panels and systems.</li> <li>• Office documentation, record Keeping &amp; assistance in agenda/MOM works.</li> <li>• Checking of electrical bills, estimates, preparation of files for electricity, water, PNG, etc payments/recoveries.</li> <li>• Miscellaneous mechanical /electrical addition, alteration &amp; minor renovation/repair works.</li> <li>• Drawings study &amp; execution for major repair addition alteration works.</li> <li>• Maintaining log book electro- mechanical works addition alteration dismantling repair and maintenance /agreements /awards.</li> <li>• Assisting in tendering/approval/work-orders.</li> <li>• Assisting in Local agency /Government agency coordination.</li> <li>• Ensuring and keeping track of running operation maintenance Contracts.</li> <li>• Performance checks of utility systems, such as water, electricity, sewage, emergency power backup, UPS, solar and heat pump based hot water systems, HVAC systems, BMS and energy management systems, fire alarm and firefighting systems, elevators and 11 KV HT power substation.</li> </ul>	32
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			<ul style="list-style-type: none"> <li>• Works to be performed in coordination with all FMS, security, housekeeping, AMC agencies as directed by reporting officer/s.</li> <li>• Any other administrative tasks assigned from time to time.</li> <li>• There will be a 6 days' work week for this post.</li> </ul>	
3	<p>Post Code – 07/2024/3</p> <p>Post name – <b>JUNIOR ADMINISTRATIVE OFFICER (HR)</b></p> <p>Category – 1 OBC, 1 SC</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"> <li>• End to end employee work life cycle management, including, but not limited to:</li> <li>• Recruitment support.</li> <li>• Joining formalities.</li> <li>• Service Record Management with zero scope of error.</li> <li>• End-to-end leave Management.</li> <li>• End to end Group Health Insurance &amp; Group Term Insurance management.</li> <li>• Documentation Management.</li> <li>• Review Management (Probation review, Term Review, Promotion Review).</li> <li>• Service Books Management.</li> <li>• ERP Module Management.</li> <li>• Other HR/Establishment matters.</li> <li>• Any other task assigned by Competent Authorities.</li> </ul>	32
4	<p>Post Code – 07/2024/4</p> <p>Post Name - <b>JUNIOR ADMINISTRATIVE OFFICER (ACCOUNTS/IRD)</b></p>	<p>Graduate in Commerce with good academic record (minimum 55% marks) and 3 years of relevant experience.</p> <p>OR</p> <p>Post graduate with major in finance/CA and 1 year of relevant experience.</p>	<ul style="list-style-type: none"> <li>• Knowledge of accounting software (Tally, Finance ERPs, basic accounting software).</li> <li>• Ensuring timely payments to all parties (scholars, vendors and project staff) along with reimbursement claims, as and when raised.</li> <li>• Accounting of external grants, donations, corpus/earmarked funds.</li> <li>• Managing various government portals, including, but not</li> </ul>	32

	Category – OBC		<p>limited to, PFMS &amp; Bharat Kosh.</p> <ul style="list-style-type: none"> <li>• Funds management (investments, renewals, accrued interest, certificates).</li> <li>• Data management for various ranking agencies.</li> <li>• Good knowledge of prevailing norms of the Government for procurement, GFR rules, taxation (GST, TDS, Income Tax).</li> <li>• Assistance in reconciliation of books of accounts.</li> <li>• Record maintenance of budget and keeping a track of budget utilization of funds.</li> <li>• Files and record maintenance.</li> <li>• Ensuring compliance with statutory requirements.</li> <li>• Any other work assigned from time-to-time.</li> </ul>	
5	<p>Post Code – 07/2024/5</p> <p>Post name – <b>JUNIOR LIBRARY OFFICER</b></p> <p>Category – EWS</p>	<p>Graduate in Library Science with good academic record (minimum 55% marks) and total 3 years of relevant experience.</p> <p>OR</p> <p>Post Graduate in Library Science with good academic record (minimum 55% marks) and total 1 year of relevant experience.</p>	<ul style="list-style-type: none"> <li>• To assist in day-to-day Library activities.</li> <li>• To accession, classify and catalogue the learning resources.</li> <li>• To work on RFID enabled Library management system.</li> <li>• To support in acquisition of resources.</li> <li>• To maintain the Periodicals in Library and other reading rooms in the campus.</li> <li>• To update and maintain the book display in library (new arrivals, must read books, new arrivals, etc.)</li> <li>• To attend the reference queries.</li> <li>• To process the bills for payment.</li> <li>• To prepare the posters for services and databases to aware the users.</li> <li>• To assist the individual users in Library.</li> <li>• To display and update Institute’s faculty publications.</li> <li>• To support in organizing the Library events/ workshops.</li> </ul>	32

			<ul style="list-style-type: none"> <li>• Renewal and new subscription process to electronic resources/databases.</li> <li>• To maintain and update the Kindle eBook readers and Kindle eBooks.</li> <li>• Any other work assigned from time to time.</li> </ul>	
6	<p>Post Code – 07/2024/6</p> <p>Post name – <b>ASSISTANT ADMINISTRATIVE OFFICER (PLACEMENT)</b></p> <p>Category – OBC</p>	<p>Graduate in relevant domain with good academic record (minimum 55% marks) and total 8 years of relevant experience out of which 7 years at Pay Level-4 or equivalent experience for those working in private organizations.</p> <p>OR</p> <p>PG/Degree in Engineering with good academic record (minimum 55% marks) and total 7 years of relevant experience out of which 6 years at Pay Level-4 or equivalent experience for those working in private organizations.</p>	<ul style="list-style-type: none"> <li>• Collate information from leading companies about skills required for various job profiles.</li> <li>• Effectively communicate with recruiters and make them understand the student’s strength &amp; the unique capabilities of the institute.</li> <li>• Invite a minimum of 20 new recruiters to visit the campus for final placement in one campus season, with compensation range 7 lacs &amp; above.</li> <li>• Provide a minimum 15 to 20 short &amp; long duration internship opportunities for final &amp; pre-final year students of all UG &amp; PG programs in one season.</li> <li>• Achieve individual targets assigned for the annual recruitment &amp; internships process.</li> <li>• Stay updated on the job market, industry trends and economic market dynamics to understand the pulse of the market and develop placement strategies accordingly.</li> <li>• Track and maintain placement &amp; internship database, collecting feedback from all recruiters, all documentation, record keeping, filing, maintaining student tracker, institute calendar etc.</li> <li>• Design and implement goals, initiatives, strategies clearly worded placement &amp; internship policies, processes for the University.</li> <li>• Design and develop print and electronic versions of</li> </ul>	35

			<p>placement brochures, manuals &amp; leverage social media platforms for collecting relevant job opportunities, to network with employers of various designations of companies.</p> <ul style="list-style-type: none"> <li>• To assist GM placement to update the content on IIIT-D's placement website &amp; ensure that it is complete, current, relevant, and accurate.</li> <li>• Conducting Mock test, Mock Interviews, Sessions &amp; Start-Up Fair.</li> <li>• Work closely with the Placement Team and PlaceCom student members.</li> <li>• Ability to work with other departments in a cordial manner for smooth execution of placements.</li> <li>• Contribute towards any other task from time to time.</li> </ul>	
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**General Information:**

- The 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. Applications are to be submitted online on the Institute website only [www.iiitd.ac.in](http://www.iiitd.ac.in) .
- 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, will be converted to the 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 is form is 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 to increase/decrease the number of post/s or not to 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.
- 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 short-listed applications shall be placed before the Competent Authority for approval. After due approval, the shortlisted applicants will be called for further selection process as determined.
- Internal candidates, while submitting application for any post for Direct Recruitment, shall duly inform the HR division of the Institute & head of the division. NoC will not be given at later stage if there is no prior intimation.
- 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.

#### **Application Fee**

- A non-refundable application fee of INR 500 (Plus GST) 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 [www.iiitd.ac.in](http://www.iiitd.ac.in). The last date for applying online is 24<sup>th</sup> September 2024 by 5 PM. incomplete application will be summarily rejected.

Registrar