INDRAPRASTHA INSTITUTE of INFORMATION TECHNOLOGY DELHI

(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. 08/ 2024   **Date: 6th September 2024**

Online Applications are invited for the following posts **ON CONSOLIDATED SALARY** 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	1	Ranking & Accreditation Executive	INR 40,000
2	1	HR Executive	INR 40,000

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Ranking & Accreditation Executive	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 : • Collect and organize data from various departments related to academic programs, research output, faculty credentials, student achievements, and other relevant metrics. • Maintain and manage databases to ensure data accuracy and integrity.	Bachelor's/ Master's degree in Data Science, Statistics, Business Administration, or a related field

	• Collaborate with different stakeholders to gather and verify necessary information for ranking submissions. • Prepare and submit data for higher education rankings, ensuring adherence to deadlines and specific criteria set by ranking organizations. • Analyze and interpret data to identify trends, insights, and areas for improvement. • Assist in preparing reports and presentations on ranking performance and related metrics for internal review and strategy development. • Stay updated with ranking methodologies and requirements to ensure compliance and optimize the institute's ranking potential. • Strong attention to detail and organizational skills. • Proficiency in data management software and Microsoft Office Suite, especially Excel. • Excellent analytical skills and ability to interpret data. • Good communication skills, with the ability to work collaboratively with diverse teams. • Prior experience in data collection, management, or ranking submission in an educational setting is preferred but not required. • Familiarity with higher education ranking frameworks and methodologies. • Ability to manage multiple tasks and meet strict deadlines. • Proactive approach with a willingness to learn and adapt.	
HR Executive	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 : • End to end employee work life cycle management, including, but not limited to: • 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. • Documentation Management. • Review Management (Probation review, Term Review, Promotion Review).	Post-graduation in HR or related field AND Minimum 2 years of work experience in Universities/Institutes/ Organization of repute in similar domain

| | • Service Books Management.
• ERP Module Management.
• Other HR/Establishment matters.
• Any other task assigned by Competent Authorities. | |

General Information:
- The above posts are on Consolidated Salary & purely contractual in nature. The tenure will be initially for a period of 1 year with initial 3 months as probation period.
- The contract can be terminated with 1 months' notice or salary in lieu of notice period and 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 admin-hr@iiitd.ac.in. The last date for applying is 20th September 2024 by 5 PM. Please mention subject line as APPLICATION FOR THE POST OF _____ .

Registrar