



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

ADVERTISEMENT FOR NON-TEACHING POSTS

Advt. No. 09/ 2024

Date: 18-10-2024

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 **21st OCTOBER 2024** AND THE LAST DATE OF APPLICATION IS **20th NOVEMBER 2024**.

Post Summary

S. No	POST CODE	NO OF POSTS	POST NAME	PAY LEVEL	SPECIALIZATION	CATEGORY
1	09/2024/1	1	Junior Administrative Officer (Academics)	4	Academics (can be allotted other responsibilities, as required)	SC
2	09/2024/2	1	Junior Administrative Officer (Student Affairs)	4	Student Affairs (can be allotted other responsibilities, as required)	ST
3	09/2024/3	1	Assistant Administrative Officer (Academics)	6	Academics (can be allotted other responsibilities, as required)	EWS

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	<p>09/2024/1</p> <p>Post name – Junior Administrative Officer (Academics)</p> <p>Category – SC</p> <p>Pay Level - 4</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>	<p>Key responsibilities</p> <ul style="list-style-type: none"> To extend support to the Academics wing of the institute, by handing 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. <p>Preferred Skills</p> <ul style="list-style-type: none"> Excellent communication skills (Oral and Written) in English and Hindi. Excellent Noting/ Drafting skills. Ability to quickly learn organization & processes Ability to maintain interpersonal relationships. Microsoft Office Suite including Excel and Word. 	32
2	<p>09/2024/2</p> <p>Post name – Junior Administrative Officer (Student Affairs)</p> <p>Category – ST</p> <p>Pay Level - 4</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>	<p>Key responsibilities</p> <ul style="list-style-type: none"> To provide administrative support to all student issues related to non-academic activities. To support DoSA/AO/SA office under related tasks. Managing admin staff and other resources of the institute. Streamlining and documenting of activities related to the student affairs section. To assist the DoSA/Faculty coordinators/Manager in conduct and constitution of the student council, clubs, committees through fair elections and representations. To support allocation and management of hostel rooms as per the policy of the institute during new academic sessions and breaks. Preparation of reports and keep a track of the student activity calendar for timely completion of the tasks. To ensure settlement of bills raised by the clubs, committees and other events. Ensure student facilities like mess, café and medical facilities at the institute with faculty coordinators. Collection of mess funds from the hostelers for smooth run of mess services. 	32

			<ul style="list-style-type: none"> • To support and assist in the planning and coordination of sports activities, institute tech and cultural events. • To enhance student participation in different activities related to Technical, Cultural and areas of interest groups of the students. • To coordinate requirements with other departments for various activities of the students and other responsibilities assigned from time to time by the DoSA/Manager. • Any other responsibility assigned from time to time by the Institute. <p>Preferred Skills</p> <ul style="list-style-type: none"> • Excellent communication skills (Oral and Written) in English and Hindi. • Excellent Noting/ Drafting skills. • Ability to quickly learn organization & processes • Ability to maintain interpersonal relationships. • Microsoft Office Suite including Excel and Word. 	
	<p>09/2024/3 Assistant Administrative Officer (Academics)</p> <p>Category – EWS</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 out of which 7 years at Pay Level-4</p> <p>Or</p> <p>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</p> <p>Or</p> <p>equivalent experience for those working in private organizations.</p>	<p>Key responsibilities</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. <p>Preferred Skills</p> <ul style="list-style-type: none"> • 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. 	35

			<ul style="list-style-type: none"> • Prior experience in a similar academic or administrative role is preferred. 	
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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 **20th November 2024** 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