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 Post

Advt. No. 12/2025   **Date: 21st May, 2025**

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 May, 2025, AND THE LAST DATE OF APPLICATION IS 16th June, 2025.

Post Summary

S. No	POST CODE	NO. OF POSTS	POST NAME	Category	PAY LEVEL	Department
1	Recruitment/12/2025-01	1	Junior Technical Officer (Research)	UR	4	Computational Biology

The detailed guidelines about the post are as below.

S. No	POST CODE, NAME & CATEGORY	As per RPR-2024 (Non-teaching)	Any preference, skill, or degree (additional)	AGE LIMIT (As per recruitment rules 2024)
1	Post Code – Recruitment/12/2025-01 Post name – **Junior Technical Officer (Research)**	**ESSENTIAL QUALIFICATION & EXPERIENCE** Degree in Engineering or equivalent with good academic records (minimum 55% marks) and at least 2 years of relevant experience in research labs **Desirable** 1. Biotechnology or life sciences background 2. Prior experience in laboratory management.	● Degree in Biotechnology with experimental biology skills. ● Experience with conducting or demonstrating experiments (preferred) ● Basic knowledge of computer applications. ● Excellent oral and written communication skills in English.	32

Job Profile: Key responsibilities include overseeing all laboratory operations, experimental workflows, resource allocation, and project timelines, developing and implementing Standard Operating Procedures (SOPs) for complex molecular and cellular assays and equipment, managing and training lab personnel, research fellows, and students in molecular and cellular techniques and safety protocols, preparing molecular biology reagents, solutions, media, and setting up experiments for research or student practicals, performing and demonstrating core molecular techniques such as DNA/RNA extraction, PCR, RT-PCR, gel electrophoresis, cloning, plasmid preparation, restriction digestion, ligation, and transformation, maintaining, propagating, and demonstrating aseptic techniques for mammalian cell cultures, microbial cultures, or other relevant model organisms, including basic cell staining and microscopy, operating, demonstrating the correct use of, performing routine maintenance, and overseeing the calibration and validation of specialized laboratory equipment, assisting with experiments, collecting, meticulously recording, and managing data, which includes maintaining detailed laboratory records and data management systems, managing procurement and inventory of molecular biology consumables, enzymes, reagents, cell lines, cultures, and high-value equipment, ensuring and enforcing strict adherence to Good Laboratory Practices (GLP), national and institutional biosafety guidelines, ethical clearances, and proper disposal of biohazardous waste, guiding students during practical sessions, assisting with troubleshooting experimental issues, and assisting faculty in preparing lab manuals and evaluating student lab reports or practical skills, managing the laboratory budget, supporting grant administration, and maintaining financial records, liaising with principal investigators, institutional biosafety committees, vendors, regulatory bodies, and other stakeholders, and preparing comprehensive reports on laboratory activities.

General Information:

- The post is 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 .

- 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 a 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 form is incorrect, he/she shall be disqualified from the recruitment process, and 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 to reject 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 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 shortlisted applications shall be placed before the Competent Authority for approval. After due approval, 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.

- Deserving candidate's may be given higher starting salary/additional increments/pay protection.

- The appointment of reserved category candidate shall be on a provisional basis and will be subject to verification of Caste/ Tribe / PwD certificate etc.

Application Fee
- A non-refundable application fee of INR 590 will be charged from the candidates applying for advertised post.

- No application fee will be charged from 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 **16th June, 2025** by 5 PM. Incomplete applications or those where fees are not paid will be summarily rejected. For any queries related to the process of recruitment portal, please email us at admin-hr@iiitd.ac.in.

Registrar