



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. 14/2025

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 20th May 2025, AND THE LAST DATE OF APPLICATION IS 6th June 2025.

Post Summary

S. No	POST CODE	NO. OF POSTS	POST NAME	Category	PAY LEVEL	Department
1	Recruitment/14/2025-01	1	Junior Administrative Officer	UR	4	Office of Faculty Affairs

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	<p>Post Code – Recruitment/14/2025-01</p> <p>Post name – Junior Administrative Officer (Office of Faculty Affairs)</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"> • 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 • Documentation Management • Review Management (Probation review, Term review, Promotion review) • ERP Module Management. • Other Establishment matters. • Any other task assigned by Competent Authorities. 	32

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 **06th 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