



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

**Advt. No. 19/2025**

**Date: 14-07-2025**

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 14<sup>TH</sup> JULY 2025 AND THE LAST DATE OF APPLICATION IS 4<sup>TH</sup> AUGUST 2025.**

**Post Summary**

S. No	Post Code	No. of Post	Post Name	Pay Level	Department	Category
1	Recruitment/19/2025-01	1	Assistant Administrative Officer	6	Corporate Communications and Alumni Affairs	OBC

The detailed guidelines about the post are as below:

POST CODE, NAME & CATEGORY	ESSENTIAL QUALIFICATION & EXPERIENCE (As per recruitment rules 2024)	DESIRABLE SKILL SET /INDICATIVE JOB DESCRIPTION	AGE LIMIT (As per recruitment rules 2024)
<b>Recruitment - 19/2025 - 01</b>  <b>Post name –</b> <b>Assistant Administrative</b> <b>Officer</b>  <b>Pay Level – 6</b>  <b>Category – OBC</b>	<p>Essential Graduate in relevant domain i.e. English/Mass Communication/PR or Journalism 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 style="text-align: center;"><b>Or</b></p> <p>Degree in Engineering or PG in relevant domain i.e. English/Mass Communication/PR or Journalism 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> <p>Desirable: 1) Post qualification work experience in educational/research institutes or MNCs. 2) Knowledge of computer applications. 3) Excellent oral and written communication skills in English</p>	<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Act as the coordinator for all messaging initiatives.</li> <li>• Be the single point of contact for local, national, and international news media, of all formats- print, electronic, and online.</li> <li>• Leverage all relevant media including but not limited to social media, internal announcements, advertisements, fliers, mailers, information booklets, posters, press releases, and posts on IIIT-D website.</li> <li>• Help with developing &amp; designing annual University reports, University and department level brochures, admissions brochures, program brochures, placement brochure, and event brochures.</li> <li>• Represent IIIT-D at various professional, academic, and industry events in order to increase visibility of IIIT-D among participating audiences.</li> <li>• Assist in developing and editing newsletters and creating editorial guidelines for students published on campus magazines.</li> <li>• Help in developing/ designing &amp; improving website contents.</li> <li>• Support in presenting Institute events to help IIIT-D brand image.</li> <li>• Develop, design and post messages on various social media channels to highlight achievements by students &amp; faculty, events etc.</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>• Experience in institute ranking platforms like NIRF, QS.</li> <li>• Working understanding of data analysis --&gt; required for preparation of annual report. Collating data across departments.</li> <li>• Should have excellent writing skills (English &amp; Hindi both) and ability to use the principles of marketing &amp; communications.</li> <li>• Proficient with Microsoft Office Suite, Google workspace and basic design skills using Canva (mandatory) and familiarity with layout and branding principles, Adobe Creative Suite (Quark, InDesign, Illustrator, Photoshop).</li> <li>• Proficiency in use of social media platforms like Meta (Facebook), X (Twitter) and YouTube.</li> </ul>	<p>35</p>

		<ul style="list-style-type: none"> <li>• Experience or comfort with handling print &amp; digital communication channels (newsletters, emailers, basic CMS).</li> <li>• Familiarity with tools/platforms used for website updates (e.g., WordPress), email campaigns, or analytics.</li> <li>• Ability to take initiatives and drive them to conclusion.</li> <li>• Good at networking, the person should have prior track record of building a relevant media contact base.</li> </ul>	
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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, 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 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/ division of the Institute.
- Deserving candidate/s may be given higher starting salary/additional increments/pay protection.
- The appointment of reserved category 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 4<sup>th</sup> August 2025 by 5 PM. Incomplete applications or those whose 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](mailto:admin-hr@iiitd.ac.in).

-Sd/-  
Registrar