



INDRAPRASTHA INSTITUTE of
INFORMATION TECHNOLOGY DELHI



IIIT-DELHI
CENTRE OF EXCELLENCE
HUMAN-CENTERED COMPUTING

ROLE: IT Administrator

The Center of Excellence in Human-centered Computing at IIIT Delhi is inviting applications for “**IT Administrator-Product Strategy Unit** .” The Product Strategy Unit for Inclusive Public Technology is an initiative aimed at bringing industry and academic experts together and enabling the creation of digital public goods, bodies of knowledge, and implementation processes to help make public digital systems more inclusive and expand the reach of public service delivery.

This role offers the opportunity to impact public infrastructure and services through innovative digital solutions significantly. The ideal candidate will be passionate about technology for social good and able to navigate complex stakeholder environments while driving product success. In this role, you will be working closely with various government departments and provide support to develop highly scalable, secure, user friendly and robust technology products

The candidate should have minimum 2+ experience of managing IT and cloud infrastructure, user account management and SaaS subscription management.

The key responsibilities include but are not limited to:

- Manage IT hardware and software inventory
- Configure laptops and servers procured by PSU
- Manage all cloud-based subscriptions
- Manage GitHub and other Coding platforms
- Perform IT onboarding and offboarding for the staff of PSU
- Put in place best practices such as 2FA, VPN, and password management practices
- Liaise with IIITD IT departments as and when required

Qualifications :

Educational qualifications: Diploma or higher degree in Information Technology

Salary and Duration

The salary will be in the range of **8 Lakhs - 12 Lakhs** per year based on the candidate's qualification and experience. The duration of the job will be equal to the duration of the project and co-terminus with the project. The position is contractual and project-based. Currently, the project duration is till July 31st, 2026.

Location: The candidate chosen for this role will be based in Delhi-NCR

How to apply

Please send your C.V. to chcc@iiitd.ac.in. Additionally, please include a cover letter explaining your qualifications and experience, if any. The last date for application is **14/10/2025**; however, applications will be processed and received, and people will be asked to join as soon as possible.