



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

ADVERTISEMENT FOR NON-TEACHING POSTS

Advt. No. 02/2025

Date: 19-02-2025

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 **19-02-2025** AND THE LAST DATE OF APPLICATION IS **20-03-2025**.

Post Summary

S. No.	POST CODE	NO OF POSTS	POST NAME	PAY LEVEL	SPECIALIZATION	Category
1	Recruitment 02/2025/01	1	Junior Administrative Officer (Mathematics)	4	Academics (Department of Mathematics)	OBC
2	Recruitment 02/2025/02	2	Junior Administrative Officer (Academics)	4	Academics	EWS- 1 OBC-1
3	Recruitment 02/2025/03	1	Assistant Administrative Officer (Academics)	6	Academics	Readvertised

S. No.	POST CODE, NAME & CATEGORY	ESSENTIAL QUALIFICATIONS & EXPERIENCE	DESIRABLE SKILL SETS & INDICATIVE JOB DESCRIPTION	AGE LIMIT (As per recruitment rules 2024)
1	Recruitment 02/2025/01 Post name – Junior Administrative Officer (Mathematics) Category – Pay Level – 4	Graduate with good academic record (minimum 55% marks) and a total of 3 years of relevant experience. Or Degree in Engineering with good academic record (minimum 55% marks) and a total of 2 years of relevant experience Or Post Graduate with good academic record (minimum 55% marks) and a total of 1 year of relevant experience. A Mathematics or Statistics background would be preferred.	<p>Key responsibilities</p> <ul style="list-style-type: none"> ● To support the Mathematics Department’s administrative workload including but not limited to scheduling and minuting of Departmental meetings; Teaching Assistant assignment at every semester in coordination with Academic Office; managing all Departmental expenses for various activities in coordination with the finance department; arranging meetings and talks in coordination with faculty and staff; taking care of all administrative tasks related to Ph.D. student recruitment in each semester, and faculty recruitment; and administrative liasoning with all other internal and other external agencies/offices. <p>Preferred Skills</p> <ul style="list-style-type: none"> ● Excellent communication skills (Oral and Written) in English and (Oral) in Hindi. ● Excellent note taking and/or writing skills. The position regularly requires report writing, meeting minutes, official emails and other similar notes. ● Ability to quickly learn about Institute’s various processes, and work with all the administrative departments ● Ability to maintain professional yet friendly interpersonal relationships especially both with faculty members and other non-teaching staff of the Institute. ● High skill levels with usage of the Microsoft Office Suite including Excel, Word, and PowerPoint as well as similar tools from Google. ● Ability to reason logically and lucidly with regard to but limited to creating schedules, process flow charts, data presentation and visualization aforementioned tools ● Ability to use the mathematical typesetting program LaTeX, or design tools like Canva/Adobe Illustrator. 	32

S. No.	POST CODE, NAME & CATEGORY	ESSENTIAL QUALIFICATIONS & EXPERIENCE	DESIRABLE SKILL SETS & INDICATIVE JOB DESCRIPTION	AGE LIMIT (As per recruitment rules 2024)
2	Recruitment 02/2025/02 Post name – Junior Administrative Officer (Academics) Category – Pay Level – 4	Graduate with good academic record (minimum 55% marks) and total 3 years of relevant experience. Or Degree in Engineering with good academic record (minimum 55% marks) and total 2 years of relevant experience. Or Post Graduate with good academic record (minimum 55% marks) and total 1 year of relevant experience.	Key responsibilities <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. Preferred Skills <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
3.	Recruitment 02/2025/03 Post name – Assistant Administrative Officer (Academics) Category – Pay Level – 6	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 Or equivalent experience for those working in private organizations. Or 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 Or equivalent experience for those working in private organizations.	Key responsibilities <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. Preferred Skills <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. 	35

			<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite, including Excel and Word. • 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, 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 revise 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 candidates 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 **20th March 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.

Registrar