



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

**Advertisement for Non-Academic Post for Faculty Affairs Executive**

**Advt. No. 13/ 2025**

**Date: 21<sup>st</sup> May 2025**

Online Applications are invited for the following posts **ON CONSOLIDATED SALARY** at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

**Post Summary**

S. No	NO OF POSTS	POST NAME	CONSOLIDATED SALARY
1	1	Faculty Affairs Executive	INR 40,000

The detailed guidelines about the post are as below:

ROLE NAME	ROLE OVERVIEW	DESIRABLE QUALIFICATION & EXPERIENCE
Faculty Affairs Executive	<p>The ideal candidate should be highly organized, detail-oriented, and capable of managing multiple tasks while maintaining a high level of professionalism. The indicative skill set/job description is as mentioned below:</p> <ul style="list-style-type: none"><li>• End to end employee work life cycle management, including, but not limited to:</li><li>• Recruitment support.</li><li>• Joining formalities.</li><li>• Service Record Management with zero scope of error.</li><li>• End-to-end leave Management.</li><li>• Documentation Management.</li><li>• Review Management (Probation review, Term Review, Promotion Review).</li><li>• Service Books Management.</li><li>• ERP Module Management.</li><li>• Other Establishment matters.</li><li>• Any other task assigned by Competent Authorities.</li></ul>	<p>Graduation/ Post-graduation in HR or related field</p> <p>Desirable 2 years of work experience in Universities/Institutes/ Organization of repute in similar domain</p>

**General Information:**

- 1) This is a contract position in IIIT-Delhi.
- 2) Only the shortlisted candidates will be contacted for further selection process through emails.

**How To Apply:**

Candidates shall share detailed CV and Cover Letter mentioning 'why you are interested in this role' on [recruitment@iiitd.ac.in](mailto:recruitment@iiitd.ac.in). The last date for applying is 3<sup>rd</sup> June 2025 by 5 PM. Please mention subject line as "Application for the post of Faculty Affairs Executive".

Registrar