



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-TEACHING POSTS**

**Advt. No. 23/2025**

**Date: 04-09-2025**

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 **4<sup>th</sup> September 2025**, AND THE LAST DATE OF APPLICATION IS **18<sup>th</sup> September 2025**.

**Post Summary**

| S. No | POST CODE              | NO. OF POSTS | POST NAME                     | PAY LEVEL | SPECIALIZATION            |
|-------|------------------------|--------------|-------------------------------|-----------|---------------------------|
| 1     | Recruitment 23/2025-01 | 1            | Junior Administrative Officer | 4         | Department of Mathematics |

- Preference will be given to OBC candidates for the aforementioned post.
- The Institute may consider candidates from other reserved/ unreserved categories if the candidate in the above category is not found suitable.

| S.No. | POST CODE, NAME & CATEGORY   | ESSENTIAL QUALIFICATIONS & EXPERIENCE   | DESIRABLE SKILL SETS & INDICATIVE JOB DESCRIPTION   | AGE LIMIT<br>(As per recruitment rules 2024) |
|-------|--|---|---|--|
| 1     | Recruitment 23/2025/01<br><br>Post name –<br><b>Junior Administrative Officer (Mathematics)</b><br><br><b>Pay Level -4</b> | Graduate with good academic record (minimum 55% marks) and a total of 3 years of relevant experience.<br>Or<br>Degree in Engineering with good academic record (minimum 55% marks) and a total of 2 years of relevant experience<br>Or<br>Post Graduate with good academic record (minimum 55% marks) and a total of 1 year of relevant experience. | <b>Key responsibilities</b> <ul style="list-style-type: none"> <li>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 liaisoning with all other internal and other external agencies/offices.</li> </ul> <b>Preferred Skills</b> <ul style="list-style-type: none"> <li>A Mathematics or Statistics background would be preferred.</li> <li>Excellent communication skills (Oral and Written) in English and (Oral) in Hindi.</li> <li>Excellent note-taking and/or writing skills. The position regularly requires report writing, meeting minutes, official emails, and other similar notes.</li> <li>Ability to quickly learn about the Institute’s various processes, and work with all the administrative departments</li> <li>Ability to maintain professional yet friendly interpersonal relationships, especially with both faculty members and other non-teaching staff of the Institute.</li> <li>High skill levels with the use of the Microsoft Office Suite, including Excel, Word, and PowerPoint, as well as similar tools from Google.</li> <li>Ability to reason logically and lucidly with regard to, but not limited to, creating schedules, process flow charts, data presentation, and visualization of aforementioned tools</li> <li>Ability to use the mathematical typesetting program LaTeX, or design tools like Canva/Adobe Illustrator.</li> <li>Proficient in Microsoft Office Suite, including Excel and Word.</li> <li>Prior experience in a similar academic or administrative role is preferred.</li> </ul> | 32   |

**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 the norms of the 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 a percentage, may be converted to a percentage of marks using a 10-point scale system.
- Shortlisted candidates will be informed of the selection process through the e-mails mentioned in the application form only.
- During the 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, 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 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 posts in teaching/Research & Development Organizations/Industry.

- Past experience may be considered in determining the qualifying service, subject to the 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 the 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 the further selection process, as determined by the Competent Authority.
- Internal candidates, while submitting an application for any post for Direct Recruitment, shall duly inform the HR division & Head of the Division.

**NoC** will not be given at a 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 a higher starting salary/additional increments/pay protection.
- The appointment of a reserved category candidate shall be on a provisional basis and will be subject to verification of the Caste/ Tribe / PwD certificate etc.
- Candidature is also liable to be cancelled at any stage of the selection process if the documents submitted cannot be verified, or any other issue regarding the 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 exempt from payment of the application fee.

#### **How To Apply**

Candidates shall apply online on <https://iiitd.nurecampus.com/NURE/OnlineRecruitmentApplication.action>. The last date for applying online is **18<sup>th</sup> September 2025** by 5 PM. Incomplete applications or those whose fees are 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**