

**Advertisement for the Posts of Senior Manager/ Deputy Manager / Assistant Manager / Junior Manager in Human Resources (HR) at IIT-Delhi**

**Advertisement No. 09/2016**

Detailed CVs are invited for the following posts at Indraprastha Institute of Information Technology-Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi:

1. Senior Manager/Manager : 1 Post (Only one post will be filled up i.e. either Sr. Manager or Manager)
2. DM/AM/JM : 1 Post (Only one post will be filled up i.e. either DM, AM or JM)

1. **Senior Manager / Manager:**

**Employment type:** Full-time, Regular (initially on a five years' Contract)

**Qualifications and Experience:**

**Essential:**

A master's degree with good academic record along with at least 10 / 5 years' of post-qualification relevant experience for Senior Manager / Manager respectively.

**Preference would be given to those:**

- With Full / Part Time MBA in HR from a reputed recognized Institute/University,
- Having working experience in Teaching/ R&D Organization/University/MNC of repute,
- Having good knowledge and experience of Govt. Rules and Regulations,
- Having good interpersonal and communication skills,

Experience of working in Information Technology environment and on ERP/computer tools such as MS Office, Internet and E-mail etc. is a must.

**Working days:** Five days a week.

**Age Limit:** 45 years for Sr. Manager and 40 years for Manager.

**Main Responsibilities (indicative only):**

- HR /Administration related matters,
- Faculty/Staff Recruitment, induction, probation, appraisal, tenure etc.
- All faculty and staff related matters/support,
- Staff motivation, morale boosting, retention, training programs etc.,

- Engagement activities for faculty & staff,
- Handling all matters under the Right to Information Act, 2005
- Development of HR policies & procedures & timely implementation,
- Constitution of various committees viz. selection, promotion, probation clearance /extension, Annual appraisal with the approval of competent authority,
- Any other responsibilities assigned from time to time.

**Pay Scale:** Starting CTC will be approx. Rs.97 K / Rs.85 K, (Equivalent to PB-3 with Grade Pay of Rs.6,600 /5,400 in Government as per 6<sup>th</sup> CPC) for Sr. Manager / Manager respectively. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, TA-I & TA-II as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

*Note: The Institute is in the process of implementation of recommendations of the 7th CPC, till finalization, Interim relief @ 12.50% will be paid.*

## 2. **Deputy Manager /Assistant Manager /Junior Manager:**

**Employment type:** Full-time, Regular (initially on a five years' Contract)

### **Qualifications and Experience:**

**For Deputy Manager:** Post Graduate degree with 3 years' of experience as Assistant Manager or equivalent post or Graduate with 5 years' of experience as Assistant Manager or equivalent post in the relevant field.

**For Assistant Manager / Junior Manager:** Graduate with atleast 5 / 1 year's of relevant experience respectively.

### **Preference would be given to those:**

- With Full / Part Time MBA in HR from a reputed recognized Institute/University,
- Having working experience in Teaching/ R&D Organization/University/MNC of repute,
- Having good knowledge and experience of Govt. Rules and Regulations,
- Having good interpersonal and communication skills,

Experience of working in Information Technology environment and on ERP/computer tools such as MS Office, Internet and E-mail etc. is a must.

**Age Limit:** 40 years for Deputy Manager, 35 years for Assistant Manager and 30 years for Junior Manager respectively.

**Pay Scale:** Starting CTC will be Rs.69 K/Rs.67K/Rs. 55K (Equivalent to PB-2 with grade pay of Rs. 4,800/4,600/4,200 in Government as per 6<sup>th</sup> CPC) for Deputy Manager/Assistant Manager/ Junior Manager Level respectively. CTC includes DA applicable as per Central Government

rates, HRA/ Leased Accommodation, TA-I & TA-II as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

*Note: The Institute is in the process of implementation of 7 CPC, till finalization, Interim relief @ 12.50% will be paid.*

**Main Responsibilities (indicative only):**

- To extend support for recruitment activities
- Maintenance of all HR records such as service books, leave details, increments, DA, details of advances, travel, encashment of leaves, medical, health/life insurance, gratuity etc. Processing of Claims such as Travel, LTC etc.
- Organizing activities/events for improved HR management
- Help in improving HR practices and policies
- Any other responsibility assigned from time to time.

**General Information/Condition/Instructions:**

1. The appointment will be on Regular basis (initially on Contract of five years which can be renewed). The level/ designation will be decided by Selection Committee based on the qualification/ experience and performance of the candidate in the interview.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview. In case of large number of applications received, the Institute may adopt criteria as decided by constituted committee for shortlisting the candidates.
3. Age & experience will be calculated as on closing date.
4. Qualifications/Experience/Age may be relaxed for exceptional candidates. In this regard, decision of the Institute will be final.
5. The Institute also reserves the right of rejecting incomplete, any or all applications without assigning any reasons thereof.
6. The Institute reserves the right not to recruit against any or all the posts.
7. The selected candidates will be expected to join within one month from the date of offer of appointment.
8. Candidate may specify the category they belong to and attach documentary proof for the same at the time of interview.
9. Shortlisted candidates will be informed for interviews through e-mail only.
10. The information received will be accessible under RTI Act only up to six months from the date of closing.
11. No Hard copies are to be sent.

**How to apply:**

The interested candidates may send the detailed CV in the below given format only through email to [registrar@iiitd.ac.in](mailto:registrar@iiitd.ac.in) & [admin-hr@iiitd.ac.in](mailto:admin-hr@iiitd.ac.in) with subject “Post of (Name of post)” at IIT-D” latest by **December 30, 2016**.

(Acting Registrar)

**Note:** The resume should have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Name of the applicant
2. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)
4. Post applied for
5. Source of information for the post
6. Educational Details:

Level	Qualification	Specialization	Institute/University	Year of Passing	% of Marks	Mode (Regular/Corr.)
PG						
Graduation						
12 <sup>th</sup>						
10 <sup>th</sup>		NA				

6. Work experience (Briefly describe roles and responsibilities for each):
  - Total Relevant experience.
  - Start with the most recent employment
  - List employer name, place of posting, duration of employment, job title, key responsibilities and achievements
7. Professional activities (optional)
8. References
  - List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
  - Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
9. Contact details: Postal address, e-mail address, and mobile phone number.