



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

Advertisement for Non-Academic Post

Advt. No. 06/ 2019 dated July 29, 2019

Online applications are invited for the following positions at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

1. Junior Manager (Academics) : 01 (one) Post
2. Academics Assistant : 01 (one) post

The employment to Junior Manager (Academics) will be full-time, Regular (initially on a Contract for 5 years and renewable as per Institute guidelines.) and employment to Academics Assistant will be purely on ad-hoc basis (initially on a contract on consolidated salary basis for a period of one year).

Essential Qualifications & Experiences

1. For Junior Manager (Academics): Post Graduate in any discipline or equivalent* with 55 % marks and Minimum 01 year's relevant experience on annual CTC of 3.5L.
2. For Academics (Assistant): Graduate with minimum 01 year's relevant experience.

*Equivalent: All such bachelor degree programs which are having a time duration of 4 years or more.

Desirable:

1. Working experience in university/Education or Research Institution of repute on regular scale.

Key Responsibilities-

1. Junior Manager (Academics):

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.

2. Academics Assistant:

To extend support to the academics wing of the institute, by handing academic affairs such as attendance management and reporting, data collection for various rankings, academic data maintenance, issuing certificates to the students, smooth conduct of classes etc.

Pay and Other Benefits

S. No.	Title of Post	Pay Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Junior Manager (Academics)	4	25,500/-	Rs. 55,000/-

2.	Academics Assistant	NA	NA	Consolidated salary of Rs. 30, 000/-per month
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Other benefits for position at S. no. 1 include Dearness allowance as per govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, PDA & such other benefits applicable from time to time.

Note:

1. Qualification, age and experience/s will be reckoned as on last date for this advertisement.
2. Additional increments may be given to deserving candidate/s.

General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 30 years.
2. Appointment for Junior Manager (Academics) will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per institute regulations. The age of retirement will be 60 years.
3. Appointment for Academics Assistant will be purely on ad-hoc basis for initial period of one year, expendable up to three years based on performance. No any claim for regularization, absorption will be entertained.
4. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview. In this regard the decision of the Institute/ Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
5. Shortlisted candidates will be informed for written test/ interviews through e-mails only.
6. The Institute reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualification and experience.
7. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
8. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for interview. No request in this regard will be entertained for review etc.
9. Qualifications/experience, age may be relaxed for exceptional candidates.
10. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
11. Number of positions may be increased or decreased depending upon the requirements’.
12. The selected candidates will be expected to join within one month from the offer of appointment.
13. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel also.

Application Fee:

Candidates (Other than SC, ST, PWD, Academics Assistant and Internal candidates) are required to pay a non-refundable application fee os Rs. 118/- (Rupees One Hundred and Eighteen only) through Demand Draft drawn in favour of “IIT Delhi Collections” payable at New Delhi.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in and send their application form along with Demand Draft at below mentioned address . The last date for receiving applications is 23rd August 2019 by 5 PM. Incomplete application or if received after closing date will be summarily rejected. Candidates shall clearly mention the “Name of the post applied for” on the top of the envelope.

The Registrar, Indraprastha Institute of Information Technology, Delhi, Okhla Industrial Estate Phase III, New Delhi-110020.

(Registrar)