



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

Re-advertisement for Non-Academic Post

Advt. No. 06/ 2019 dated October 10, 2019

Online applications are invited for the following position 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

The employment to Junior Manager (Academics) will be full-time, Regular (initially on a Contract for 5 years and renewable as per Institute guidelines.).

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 at annual CTC of 3.5L.

*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 handling 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.

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/- |

Other benefits 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 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. 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.
4. Shortlisted candidates will be informed for written test/ interviews through e-mails only.
5. 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.
6. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. 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.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. 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.
10. Number of positions may be increased or decreased depending upon the requirements’.
11. The selected candidates will be expected to join within one month from the offer of appointment.
12. 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.
13. All those candidates who had applied against advt. no. 06/2019 dated July 29, 2019 need not to apply again.

Application Fee:

Candidates (Other than SC, ST, PWD, Academics Assistant and Internal candidates) are required to pay a non-refundable application fee of 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 duly signed application form via registered post along with Demand Draft at the below mentioned address. The last date for receiving applications is 1st November 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. Also write your name (in capital letters) and DOB on the back side of the DD.

Address for dispatch of application form with DD:

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

(Registrar)