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

Advertisement for Non-Academic Post
Advt. No. 02/ 2018

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. Assistant Manager/ Junior Manager (Industry Outreach Program): 1 Nos.

The employment to the above post will be full-time (initially on a Contract for 5 years and renewable as per Institute guidelines).

Essential Qualification & Experience:

(i)   Post graduate degree in any discipline with 55% marks and minimum of 1 year of relevant experience for Junior Manager & 3 years of relevant experience for Assistant Manager.
(ii)   Good industry network.

Desirable:

(i)   Knowledge and experience in the corporate sector/ University-industry collaboration and working in an educational or research institution.
(ii)   Good communication & Presentation skills.
(iii)   Knowledge of use of computer applications / word processing operation and MS Office applications.
(iv)   Willing to travel & do multitasking.

Key Responsibilities:

(a) Industry Outreach and Linkages

The candidate shall be responsible to:
*   Develop contacts & active facilitate in the engagement with industry, Govt. Organization & Research institutions/ laboratory.
*   Sign up/ enroll a minimum number of participants in each semester, from the above specified segments, as per the University annual plans.
*   Facilitate in getting Industry sponsored MTech/PhD thesis and projects from the industry & research labs.
*   Improve Industry interaction, sign MOU's, facilitate technology transfer & suggest industry relevant courses with special emphasis on NCR.

- Will be responsible to collect feedback from Professional candidates & IIITD faculties, all documentation, record keeping & filing, candidate tracker, & database.

(b) Program Assistance & Support
- Facilitate with necessary assistance for enrolling students for the industry sponsored/ industry based projects
- Assist & work closely with GM Placement & Program Mentor (including the concerned teaching faculty) to design and develop print and electronic versions of brochures, manuals and promotional activities as per the annual plans.
- Support the GM Placements & Program Mentor in Design, develop annual strategies, implement goals, and frame clearly worded policies &, processes for the Industry Outreach Program.
- To assist to update the content on IIIT-D's placement website & ensure that it is complete, current, relevant, and accurate.
- Support the unit in the hospitality, logistics & infrastructure requirement to conduct these activities and classes as per the plans.
- Any other task as assigned from time to time by GM Placement and Program Mentor.

The personal will report to the GM Placement and prepare weekly, monthly and quarterly reports on the progress and achievements made. He/She shall also take inputs from all concerned.

*A professional candidate is defined as one who is employed in industry, a Govt. Organization, Research Laboratory etc.

Pay and Other Benefits:

S. No.	Title of Post	Level (7th CPC)	Initial Basic Pay	Initial 7th CPC CTC
1.	Assistant Manager	7	44,900/-	78,000/-
2.	Junior Manager (Grade-III)	6	35,400/-	71,000/-
	Junior Manager (Grade-II)	5	29,200/-	61,000/-
	Junior Manager (Grade-I)	4	25,500/-	56,000/-

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: Depending upon qualifications, experience, CTC being drawn and based on recommendations of the selection committee, a Junior Manager can be appointed in any grade viz. I, II & III illustrated above.

General Information/ Conditions/ Instructions:

1. Age limit:
   a. The maximum age limit for Manager is 35 years.
   b. The maximum age limit for Junior Manager in all grades is 30 years.
2. All the 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 candidates may be considered for higher/lower grade/ scale depending upon their profile.
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.

How to apply:

Candidates shall apply online on: **www.iiitd.ac.in.** The last date for submitting the online applications is 16th March 2018 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)