



Advertisement for Non-Academic Position

Advt. No. 05/ 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. Junior Manager (Human-Centered Design) : 01 post

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

Essential Qualification & Experience:

Postgraduate/Graduate Degree in any discipline with 55% marks and with at least 1 year of relevant experience for Junior Manager.

Desirable: Working experience in Educational Institute/ R&D Organizations/ MNC of repute.

Key Responsibilities:

- To provide necessary support to Faculty and other senior officers of the Institute, make travel arrangements, organizing meetings/interviews, record keeping, tracking, filing and reimbursements, equipment purchase, record keeping, posting to social media, prepare press release etc.
- To maintain group website, create reports for outreach, updating social media platforms from the technical material provided.
- Liaison with internal admin staff and external agencies.
- Schedule meeting with students, maintaining calendar of the faculty, arranging internal events like lunch, meeting, workshops etc.

Preference would be given to those having:

- Excellent communication skills (Oral and Written) in English.
- Interest or experience in design related activities
- Excellent Noting/ Drafting skills.
- Good expertise in website management and in using software such as Excel, PowerPoint, Word etc.
- Experience with Design related software such as Adobe Illustrator etc.
- Ability to learn computing systems and use them.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.

Pay and Other Benefits:

Title of Post	Level (7 th CPC)	Initial Basic Pay	Initial 7 th CPC CTC
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: The maximum age limit for these positions 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 registered e-mail 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 August 03, 2018 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)