



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

Advertisement for Non-Academic Post

Advt. No. 08/ 2018 dated 16th October 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 (Student Affairs) : One Post (Female)

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 & Experiences

Post Graduate in any discipline with 55 % marks and Minimum 01 year's relevant experience and knowledge of computer applications / word processor operation and MS Office.

Desirable:

- Work Experience in University/educational or research Institution
- Preference will be given to the candidates with: Prior Student Affairs related experience. Good interpersonal & communicational skills.

Key Responsibilities

1. To assist and oversee the allocation and management of hostel rooms as per the policy of the institute during new academic session, winter semester and also during summer and winter breaks, taking care of requirements at the girls hostel.
2. To provide administrative support to all student issues related to non-academic activities.
3. To forward, clear and close bills raised by the clubs, committees and other events.
4. To support DoSA/DM (SA's) help in conduct and constitution of the student council, clubs, committees through fair elections and representations.
5. Streamlining and documenting of activities related to student affairs.
6. Preparation of reports and keep a track of student activity calendar for timely completion of the tasks.
7. Assisting student facilities like mess, café and medical facilities at the institute.
8. Assisting students in the preparation of annual budgets for the clubs and committees.
9. To support and assist in the planning and coordination of sports activities, institute tech and cultural events.

10. To enhance student participation in different activities related to Technical, Cultural and areas of interest group of the students.
11. To coordinate requirements with other departments for various activities of the students and other responsibility assigned from time to time by DoSA.
12. Any other responsibility assigned from time to time.

Pay and Other Benefits

S. No.	Title of Post	Level (7 th CPC)	Initial Basic Pay	Initial 7 th CPC CTC
1.	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:

1. 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.
2. Qualification, age and experience/s will be reckoned as on last date for this advertisement.

General Information/ Conditions/ Instructions

1. Age limit:
 - a. The maximum age limit for Junior Manager 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 15th November 2018 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)