



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

## **Advertisement for Non-Academic Post**

**Advt. No. 03/ 2019 dated 27<sup>th</sup> February 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. Manager (Director Secretariat/ HR) : 01 (one) 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 & Experiences**

Post Graduate in the relevant field (MA/M. Sc/MBA or equivalent degree) with 55 % marks and Minimum 05 year's relevant experience.

Desirable:

1. Full-Time Degree.
2. Working experience in university/Education or Research Institution of repute on regular scale.

### **Key Responsibilities-Manager (Director Secretariat/HR)**

1. Managing office of the Head of the Institute.
2. Scheduling and preparing agenda of statutory body meetings viz. GC/BOG/FC/PMRC/ Senate etc.
3. Hosting Dignitaries at the Institute (Academia, Industry and Administrative).
4. Scheduling and preparing agenda/minutes of various internal Committees' meetings viz. Deans/Dept. HODs/Center HODs/Sr. Admin senate etc.
5. Maintaining Director's Yearly Activity Calendar.
6. Maintaining Director's Dashboard, Files and other documents.
7. Giving all support to Director in Faculty Selection meetings and updating the database.
8. Organizing yearly faculty review by fixing 1:1 meeting with the Director.
9. Supervising HR activities concerning recruitment, induction, probation, appraisal, tenure etc. for faculty positions at Institute.
10. Developing/improving HR policies, procedures and timely implementation of same for non-teaching positions at the Institute.
11. Proposing and supervising processes for selection, probation clearance/extension, term review and promotion for non-teaching positions at the Institute.
12. Any other task as assigned by the Head of the Institute.

## Pay and Other Benefits

S. No.	Title of Post	Pay Level (7 <sup>th</sup> PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Manager (Director Secretariat/ HR)	10	56,100/-	Rs. 108,000/-

1. 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. Additional increments may be given to deserving candidates.

### Note:

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

## General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 40 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 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.

## How to apply:

Candidates shall apply online on: [www.iiitd.ac.in](http://www.iiitd.ac.in). The last date for submitting the online applications is 21<sup>st</sup> March 2019 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)