



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

Advertisement for Non-Teaching Post

Advt. No. 03/ 2020 dated 17th August 2020

Online applications are invited for the following purely temporary and Ad-hoc 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. **Web Manager:** One Post

The employment to the above post will be purely temporary and ad-hoc initially for a period of one year and extendable on a year to year basis based on the performance to the extent to be co-terminus with the project.

Essential Qualification & Experiences

BE/B.Tech/M.Tech or MCA with 55% marks with 2 to 5 years of experience in Web-Technologies and should have created and maintained at least one complete website. The candidate should have technical as well as creative skills and good command over written English with respect to website design. He should possess excellent working knowledge and experience of web page designing and development using modern-age web development stacks like Bootstrap, Foundation, UIKit, etc. as well as fundamental technologies like HTML 5, Javascript, CSS, PHP, knowledge of CMS such as Drupal and Wordpress, and Databases like MySQL, MongoDB.

Desirable:

1. Having experience in website development and management of an academic/ research Institute.
2. Good interpersonal and communication skills in English (both oral and written).

Key Responsibilities

1. To maintain the project related website and other related websites/web pages, or as assigned by the project head, including plug-ins,
2. To create graphics and edit photos using photo-editing tools,
3. To update content, UI and generate webpages, as per the needs,
4. To create and maintain mobile website of the project or as assigned by the project head,
5. To create and maintain forms and internal websites/web-resources, and
6. To manage website and database backups and updates.

Consolidated Salary:

S. No.	Title of Post	Consolidated Amount
1.	Webmaster	Rs. 50,000/-per month

In case of extension beyond first year, an annual increment of Rs. 1,500/- may be awarded.

Note:

1. Qualification, age and experience/s shall be reckoned as on the last date of this advertisement.
2. Consolidated Salary shall be paid from the **TIH in Cognitive Computing & Social Sensing** project funding.

General Information/ Conditions/ Instructions

1. Age limit: 30 years
 - a. The maximum age limit for Webmaster position on a purely temporary and ad-hoc basis.
2. The purely temporary and ad-hoc appointment will initially be for a period of one year, which can be renewed on a year to year basis based on performance to an extent to be co-terminus with the project.
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. 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.
5. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. 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.
7. Shortlisted candidates will be informed for written test/ interviews through e-mails only.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. The candidates may be considered for higher/lower 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. 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 at the time of interview or should send his/ her application through proper channel.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in/jobform . The last date for applying online is August 31, 2020 by 5 PM.

(Registrar)