

Advertisement No. 01/ 2015

Online applications are invited for the following posts at Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi:

- 1. Senior Manager/ Deputy General Manager (Academics)**
- 2. Senior Manager/ Deputy General Manager (External Relations & Fund Raising)**
- 3. Manager (Alumni & Fund Raising)**
- 4. Manager (Internship & Placements)**
- 5. Assistant Manager/Junior Manager (Academics/HR/ IRD)**

1. Senior Manager/ Deputy General Manager (Academics)

No of Posts: 01

Responsibilities:

The Senior Manager/ Deputy General Manager (Academics) will be responsible for the supervision and management of Academics Section. The roles and responsibilities in brief are:

- To supervise academics section of the institute right from admission, time-table co-ordination, examination support, award of degree, convocation, alumni affairs, issue of Certificates, transcripts etc.
- To ensure the integrity, accuracy and security of all academic records of current and former students in ERP.
- Supervision of various affiliation processes such as NAAC, NBA, UGC, AICTE etc.
- To set policies and procedure to facilitate effective student registration and enrolment.
- To ensure course schedules, time table and other contents on website etc. is up-to-date.
- To ensure effective use of resources including classrooms, labs etc.
- Any other task as assigned by Registrar/ Dean/ Director from time to time.

Employment type: Full-time, Regular (initially a five (05) years contract will be given).

Compensation

The CTC at the starting of the scale of Senior Manager and DGM is Rs 90K and Rs. 1 Lac respectively. Deserving candidates may be given advance increments.

Qualification & Experience:

Essential:

Post Graduate with 55% marks with atleast 10 years (for Senior Manager) /15 years (for DGM) of relevant experience in an academic Institute of repute with atleast

- 5 years of relevant experience in PB-3 with Grade Pay of Rs. 5,400 or equivalent for Senior Manager

OR

- 5 years of relevant experience in PB-3 with Grade Pay of Rs. 6,600 or equivalent for Deputy General Manager.

Preference would be given to those having

- Ability to lead a group of personnel with good leadership qualities.
- Experience of working with academic ERP System.
- Working/ experience in Teaching/ R&D Organizations of repute.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

Working days/ hours: 5 days a week.

Age Limit: 45/ 50 Years

2. Senior Manager/ Deputy General Manager (External Relations & Fund Raising)

No of Posts: 01

Responsibilities

- Planning, developing and implementing Relationship strategies with Industry, project funding organizations etc.
- To find out R&D, consulting and other sponsored research projects opportunities for Faculty
- Developing collaboration with Industry/ funding agencies
- Liaising with Industry for fund raising and Institute development
- Sourcing and Managing sponsored activities at Institute.

- Work closely with Placement Manager for inviting Companies for placements/ internships
- Work closely with Communication Manager to build and sustain brand Image of the Institute in Industry
- Work closely with faculty to understand their aspirations for research and education

Employment type: Full-time, Regular (initially a three (03) years contract will be given).

Compensation

The CTC at the starting of the scale of Senior Manager and DGM is Rs 90K and Rs. 1 Lac respectively. Deserving candidates may be given advance increments.

Qualification & Experience:

Essential:

A Degree in Engineering/ Post Graduate degree preferably in Management or Communication with 10 years (for Senior Manager) /15 years (for DGM) of experience in Business development/ resource mobilization/ Programme management in an educational Institute /Non Govt organization / Business organization or Industry.

Preference would be given to those having

- Demonstrated experience in multitasking.
- Ability to take initiatives and drive them to conclusion.
- Good at networking, the person should have a prior experience of working with NGO would be an added advantage.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

Working days/ hours: 5 days a week.

Age Limit: 45/50 Years

3. Manager (Alumni & Fund Raising)

No of Posts: 01

Responsibilities

- Planning, developing and implementing Relationship strategies with alumni etc.
- To find out R&D, consulting and other sponsored research projects opportunities with Alumni for faculty

- Developing collaboration with Alumni
- Liaising with Alumni for fund raising and Institute development
- Sourcing and Managing sponsored activities at Institute.
- Work closely with Placement Manager for inviting Companies for placements/ internships with the help of Alumni
- Work closely with Communication Manager to build and sustain brand Image of the Institute in Industry with the help of alumni

Employment type: Full-time, Regular (initially a three (03) years contract will be given).

Compensation

This position is at the rank and scale of Manager at IIIT-Delhi. The CTC per month at the starting of the scale is Rs 75K. Deserving candidates may be given advance increments.

Qualification & Experience:

Essential:

A Degree in Engineering/ Post Graduate degree preferably in Management or Communication with 05 years of experience in Business development/ resource mobilization/ Programme management in an educational Institute /Non Govt organization / Business organization or Industry.

AND

- Working with computer tools such as MS Office, Internet and E-mail etc.

Preference would be given to those having

- Post Graduate qualifications in Science/ Commerce/ MBA.
- Background in interfacing with alumni of research institutes and overseas universities.
- Presentation style communication skills

Working days/ hours: 5 days a week.

Age Limit: 40 Years

4. Manager (Internships & Placements)

No of Posts: 01

Responsibilities

- To assist in Design and implement goals, policies, processes, initiatives, and strategies for placement at University, program, and specialization level in order to transform IIIT-D's placement from recruiter led to institute driven in two years (by 2017)
- Develop and execute focused marketing campaigns for ECE Companies and engagement plans to target IIIT-D's existing and potential recruiters in order to have them visit the institute for final and intern placement each year
- Devise and carry out strategies to achieve not only 100% placement but high levels of average compensation as well as decent levels of lowest compensation for each program and specialization, year after year
- Build a three-year road map to catapult IIIT-D's placement into top 5 in India among government owned T-schools
- Work closely with the Placement Team, and student placement representatives to build and implement long term and short term plans to enhance the employability of students for placement.
- Increase internship opportunities for pre-final year students of all undergraduate and postgraduate programs.
- Study, identify, and recommend the best placement software that meets the goals of IIIT-D's placement department.
- Develop a comprehensive, well structured, and clearly worded placement manual for recruiters and students, both for internship and final placement
- Deliberate, identify, and implement the industry best models for placement season for internship as well as final placement
- Work proactively with Communications Manager to design and develop print and electronic versions of placement brochures for the college and individual programs separately
- Work with Communications Manager to ensure that the content on IIIT-D's placement website is complete, current, relevant, and accurate.
- Represent IIIT-D at various HR, professional, and industry conferences and events in order to increase brand visibility of IIIT-D among corporate audiences.
- Work closely with Communications Manager and Manager (External Relations) to build, project, and sustain IIIT-D's brand among the University's current and prospective recruiters across the country
- Develop and implement geography specific recruiter marketing plans with special emphasis on NCR.

Employment type: Full-time, Regular (initially a three (03) years contract will be given).

Compensation

This position is at the rank and scale of Manager at IIIT-Delhi. The CTC per month at the starting of the scale is Rs 75K. Deserving candidates may be given advance increments.

Qualification & Experience:

Essential:

A Degree in Engineering/ Post Graduate degree preferably in Management or Communication with 05 years of relevant experience in an academic Institute/ MNC of repute

AND

- Working with computer tools such as MS Office, Internet and E-mail etc.

Preference would be given to those having

- Post Graduate qualifications in Science/ Commerce/ MBA.
- Experience in campus placement or corporate relations at T-schools
- Background in interfacing with research institutes and overseas universities.
- A proven track record of meeting or exceeding targets using transparent and ethical means
- Presentation style communication skills

Working days/ hours: 5 days a week.

Age Limit: 40 Years

5. Assistant Manager/ Junior Manager (Academics/HR/IRD)

No of Posts: 05 (UR-3, OBC-1, SC-1)

a) Area: Academics

Responsibilities

- Handling ERP system
- To extend support to the academics wing of the institute right from admission, time-table co-ordination, examination support, award of degree, convocation, alumni affairs, issue of Certificates, transcripts etc.

- To assist Dean on quality assurance tasks for improve teaching and learning, e.g. checking course descriptions are complete, website is up dated, checking course websites for completeness, etc.
- Handling of Student's attendance and compilation
- Assistance in Allocation of TAs/ Attendance etc.
- Data Analysis of Student's feedback, grades, and other data (from placement, alumni etc.)
- Compilation and analyses of semester course summary, new assignments, quiz, exams, etc
- Handling international collaboration and students
- Any other responsibility assigned from time to time.

Preference would be given to those having

- Experience of working with academic ERP System
- Experience of handling of activities related to Quality/ T&L Improvement.
- Working/ experience in Teaching/ R&D Organizations of repute.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

b) Area: HR

Responsibilities

- Support to Dean of Faculty Affairs
- To extend support for recruitment activities
- Maintenance of records related to HR
- Processing of Claims such as Travel, LTC etc.
- Organizing activities/events for improved HR management
- Help in improving HR practices and policies
- Handling of RTI Matters
- Any other responsibility assigned from time to time.

Preference would be given to those having:

- MBA, in particular with specialization in HR
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- HR experience
- Knowledge of RTI Matters
- Good interpersonal and communication skills in English and Hindi (both oral and written).

c) Area: Innovative Research & Development (IRD)

Responsibilities

- Support in preparation of project proposal/ grants
- Recruitments related to projects, PDA etc
- Processing of salary of RAs/ Intern or from Projects/ PDA etc.

- Arrangements related to Conferences/ Seminars/ Project meetings
- Maintenance of Initiation Grant accounts
- Maintenance of PDA records
- Liaison with funding agencies/ monitoring of schemes
- Any other responsibility assigned from time to time.

Preference would be given to those having

- Post Graduate qualifications in Science/ Commerce/ MBA.
- Experience of R&D, consulting and other sponsored research project oriented activities.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

Employment type: Full-time, Regular (initially a five (05) years contract will be given).

Compensation

This position is at the rank and scale of Assistant Manager/ Junior Manager at IIIT-Delhi. The CTC per month at the starting of the scale for Assistant Manager is Rs 62K and Rs 51K for Junior Manager. Deserving candidates may be given advance increments.

Qualification & Experience:

Essential:

Post Graduate/ Degree in Engineering with 55% marks with 05 years of relevant experience in an academic Institute of repute with atleast

- 3 years of relevant experience in PB-2 with Grade Pay of Rs. 4,200 for Assistant Manager or equivalent

OR

- 1 year of relevant experience for Junior Manager.

AND

- Working with computer tools such as MS Office, Internet and E-mail etc.

Working days/ hours: 5 days a week.

Age Limit: 35/30 Years

General Information/Condition/Instructions:

1. The appointment will be on Regular basis (initially up to five (05) years contract will be given).
2. For appointments at Sr. No. 1, 3 and 5, the level/ designation will be decided by Selection Committee based on the performance of the candidate in interview.
3. Out of 5 posts of Assistant Manager/ Junior Manager, one post will be filled from SC and one from OBC category, by giving preference.

4. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
5. Shortlisted candidates will be informed for interviews through e-mails only.
6. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
7. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
8. The institute reserves the right not to recruit against any or all the posts.
9. Qualifications/experience may be relaxed for exceptional candidates.
10. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
11. The selected candidates will be expected to join within one month from the offer of appointment.
12. The information received will be accessible under RTI Act only up to six months from the date of closing.
13. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.
14. No Hard copies are to be sent.
15. Last date for apply is ~~February 28, 2015~~ **March 07, 2015**.