

Advertisement for various posts at IIT-Delhi

Advt. No. 02/2017

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

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| 1. General Manager (Placement) | : 01 Position |
| 2. Senior Manager/Manager (HR) | : 01 Position |
| 3. Assistant Manager/Junior Manager (Placement) | : 01 Positions |
| 4. Assistant Manager/Junior Manager (Centers) | : 04 Positions |
| 5. Assistant Manager/Junior Manager to Director | : 01 Position |
| 6. Assistant Manager/Junior Manager (Accounts) | : 02 Positions |
| 7. Assistant Manager/Junior Manager (Store & Purchase) | : 01 Position |
| 8. Assistant Manager/Junior Manager (Library & IC) | : 02 Positions |

1. Placement: General Manager (01 post)

Employment Type: Full-time, Regular (initially on a five years' Contract).

Qualification & Experiences: Postgraduate/degree in Engineering with 55% marks along with 15 years of relevant experience for General Manager,

Working Days: Five days a week.

Age Limit: 50 years.

Main Responsibilities for General Manager:

- Design and implement goals, policies, processes, initiatives, and strategies for placement at University, program, and specialization level in order to transform IIT-D's placement from recruiter led to institute driven in two years.
- Develop and execute focused marketing campaigns and engagement plans to target IIT-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 IIT-D's placement into top 5 in India among government owned T-schools
- Work closely with the Director, Faculty Placement Coordinator, 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 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.

Pay and Other Benefits Pay Scale:

Starting CTC will be approx. Rs.1.70L (Equivalent to PB-4 with Grade Pay of Rs.8, 700 for General Manager in Government as per 6th CPC). CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

Note: The Institute is in the process of implementation of recommendations of the 7th CPC, till finalization, Interim relief @ 12.50% will be paid.

2. Human Resources: Sr. Manager/Manager : (01 post)

Employment type: Full-time, Regular (initially on a five years' Contract).

Qualifications and Experience:

Essential: Postgraduate/ Degree in Engineering with 55% marks with 10/6 year of relevant experience for Sr. Manager & Manager respectively.

Preference would be given to those:

- With Full Time MBA in HR from a reputed recognized Institute/University,
- Having working experience in Teaching/ R&D Organization/University/MNC of repute,
- Having good knowledge and experience of Govt. Rules and Regulations,

- Having good interpersonal and communication skills, Experience of working in Information Technology environment and on ERP/computer tools such as MS Office, Internet and E-mail etc. is a must.

Working days: Five days a week.

Age Limit: 45/40 years for Sr. Manager/Manager respectively.

Main Responsibilities:

- HR /Administration related matters,
- Faculty/Staff Recruitment, induction, probation, appraisal, tenure etc.
- All faculty and staff related matters/support,
- Staff motivation, morale boosting, retention, training programs etc.
- Engagement activities for faculty & staff,
- Handling all matters under the Right to Information Act, 2005
- Development of HR policies & procedures & timely implementation,
- Constitution of various committees' viz. selection, promotion, probation clearance /extension, Annual appraisal with the approval of competent authority,
- Any other responsibilities assigned from time to time.

Pay and Other Benefits Pay Scale:

Starting CTC will be approx.Rs.104K/90K (Equivalent to PB-3 with Grade Pay of Rs.6600/5,400 in Government as per 6th CPC) for Sr. Manager/ Manager. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

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3. Placement: Assistant Manager/Junior Manager (01) post

Employment Type: Full-time, Regular (initially on a five years' Contract).

Qualification & Experiences: Postgraduate/degree in Engineering with 55% marks along with 3/1 years of relevant experience for Assistant Manager/ Junior Manager respectively.

Working Days: Five days a week.

Age Limit: 35/30 years for Assistant Manager/Junior Manager respectively.

Main Responsibilities for Assistant Manager/Junior Manager:

- To assist the team in Design and implement goals, policies, processes, initiatives, and strategies for placement at the University,

- To add at least 15 to 20 new recruiters visiting the campus for placement with compensation range above 6 lacs & above.
- The focus should be in getting ECE & CB companies for all undergraduate and postgraduate program, apart from he/she should be able to handle additional responsibilities toward CSE program.
- Will be responsible for all short & long duration internship opportunities for final & pre-final year students of all undergraduate and postgraduate programs CSE, ECE & CB.
- Will be responsible to collect feedback from recruiters, all documentation, record keeping & filing, maintaining student tracker, placement & internship database.
- To assist in all hospitality, logistics & infrastructure requirement during the placement season.
- Work closely with the Placement Team and PlaceCom members .Assigning duties to the PlaceCom student members.
- Assist in developing a comprehensive, well structured, and clearly worded placement manual for recruiters and students, both for internship and final placement.
- To assist GM/DGM to design and develop print and electronic versions of placement brochures, manuals for the college and individual programs separately.
- To assist GM/DGM placement to update the content on IIIT-D's placement website & ensure that it is complete, current, relevant, and accurate.
- Assist in developing and implementing recruiter specific plans with special emphasis on NCR.
- To contribute towards any other task assigned by the Director, placement faculty conveners & the placement in charge.

Pay and Other Benefits Pay Scale:

Starting CTC will be approx 74K/62K (Equivalent to PB-2 with Grade Pay of 4600/4200 in Government as per 6th CPC) for Assistant Manager, Junior Manager respectively. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

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4. Centers: Assistant Manager/Junior Manager (04 posts)

Employment type: Full-time, Regular (initially on a five years' Contract).

Qualification & Experiences: Postgraduate/ Degree in Engineering with 55% marks in any discipline with 3/1 year/s of relevant experience for Assistant Manager/Junior Manager respectively.

Working Days: Five days a week.

Age Limit: 35/30 years for Assistant Manager/Junior Manager respectively.

Main 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 etc.
- To maintain group website and create reports for outreach from the technical material provided.
- Liaison with internal admin staff and external funding agencies.
- Schedule meeting with students, maintaining calendar of the faculty, arranging small internal events like lunch, workshops.

Preference would be given to those having: -

- Ability/ experience of arranging meetings,
- Travel arrangements etc.
- Excellent Noting/ Drafting skills.
- 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.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.

Pay and Other Benefits Pay Scale:

Starting CTC will be approx 74K/62K (Equivalent to PB-2 with Grade Pay of 4600/4200 in Government as per 6th CPC) for Assistant Manager, Junior Manager respectively. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

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5. Assistant Manager/Junior Manager to Director (01 post)

Employment Type: Full-time, Regular (initially on a five years' Contract).

Qualification & Experience: A postgraduate degree in any discipline with 3/1 year of relevant experience.

Working Days: Five days a week.

Age Limit: 35/30 years for Assistant Manager/Junior Manager respectively.

Main Responsibilities:

- To provide secretarial support to center heads of the Institute.
- Travel arrangements
- Organizing meetings
- Record keeping, tracking, filing etc.
- Any other responsibility assigned from time to time.

Preference would be given to those having: -

- Ability/ experience of arranging meetings,
- Travel arrangements etc.
- Excellent Noting/ Drafting skills.
- 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.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.

Pay and Other Benefits Pay Scale:

Starting CTC will be approx 74K/62K (Equivalent to PB-2 with Grade Pay of 4600/4200 in Government as per 6th CPC) for Assistant Manager, Junior Manager respectively. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

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6. Accounts : Assistant Manager/Junior Manager (02 posts)

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

Qualifications and Experiences:

Essential: Post graduate in Finance/ M. Com/CA/CMA or equivalent having 55% marks with 3/1 years of relevant experience for Assistant Manager/ Junior Manager respectively.

Preference will be given to the candidates:

- Working in educational institute.
- Excellent communication and presentation skills.
- Sound knowledge of ERP, Accounting software (such as Tally etc.) and MS Office.
- High numeracy and technical skills.
- Problem-solving skills and ability to take initiative.

- Good time management skills and ability to identify & prioritize work.
- Ability to work within given time lines.

Working days: Five days a week.

Age Limit: 35/30 years for Assistant Manager/Junior Manager respectively.

Roles & Responsibilities:

- Accounting of external grants, donations, corpus/earmarked funds.
- Accounting and management of Centre's funds.
- Management of all funds (investment, renewal, interest accrued, certificates etc.).
- Financial Management of workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc.
- Banking of receipts, withdrawals, reconciliation etc.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure to donor.
- Handling ERP of accounts, including provision of visibility to faculty/staff for research funds/Professional Development fund (PDA).
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in finalization and audit of books of account related to grants, donations, corpus/earmarked funds and centres.
- Maintenance of record of budgets and track over utilization of budgeted funds.
- Maintenance of all documents/records/files related to funds, donations etc.
- Ensuring compliance with statutory requirements.
- Any other work assigned from time to time.

Pay and Other Benefits Pay Scale:

Starting CTC will be approx 74K/62K (Equivalent to PB-2 with Grade Pay of 4600/4200 in Government as per 6th CPC) for Assistant Manager, Junior Manager respectively. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

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7. Store & Purchase: Assistant Manager/Junior Manager (01 post)

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

Qualifications and Experience:

Essential: Post graduate/Degree in Engineering or equivalent having 55% marks with 3/1 years of relevant experience in Store & Purchase for Assistant Manager/Junior Manager respectively.

Preference will be given to the candidates:

- Experience of purchase/ imports.
- Experience/ ability to co-ordinate with custom houses/ agents etc.
- Excellent Noting/ Drafting skills. –
- Good interpersonal and communication skills in English and Hindi (both oral and written).
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.

Working days: Five days a week.

Age Limit: 35/30 years for Assistant Manager/Junior Manager respectively.

Roles & Responsibilities':

- Knowledge of GFR, tendering process, letter of credits, Bill of Entry and other import related activities etc.
- Help in purchase process as per requirement of the institute.
- Custom Clearance.
- Printing of Visiting cards.
- Issue of Items from Stores including Stationary
- Condemnation.
- Physical Verification of Assets
- RFID Tagging.
- AMC renewal (other than IT/ ERP and immovable assets).

Pay and Other Benefits Pay Scale:

Starting CTC will be approx 74K/62K (Equivalent to PB-2 with Grade Pay of 4600/4200 in Government as per 6th CPC) for Assistant Manager, Junior Manager respectively. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

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8. Library & information Centre: Assistant Manager/Junior Manager (02 posts)

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

Qualifications and Experiences:

Essential: Post graduate in M. Library, having 55% marks with 3/1 years of relevant experience.

Preference will be given to the candidates:

- Good communicational skills.
- Organizing events/exhibitions.
- Knowledge of sources of books.

Working days: Five days a week.

Age Limit: 35/30 years Assistant Manager/Junior Manager respectively.

Roles & Responsibilities':

- Acquisition of learning resources (print and electronic).
- Research output analysis/publications related data.
- Organizing events on recent trends for students.
- Content management (Library portal and repository).
- Library management software maintenance.
- Staff duty management (to open the Library 08:30 AM to 12 Midnight).
- Information to all students on higher education opportunities.
- Organizing book exhibition/ display for collection development and purchase purchase.
- Physical verification of Library books.
- Annual Library budget plan.
- Managing circulation and technical section.
- Empanelment of book vendors/ suppliers.
- Finalization of all bill process for payment.
- To create and maintain learning atmosphere in the Library.
- Reference service to the Library users.
- Keeping watch over latest developments in Library and Information Service.
- Purchase of books for faculty under their PDA/Projects.

Pay and Other Benefits Pay Scale:

Starting CTC will be approx 74K/62K (Equivalent to PB-2 with Grade Pay of 4600/4200 in Government as per 6th CPC) for Assistant Manager, Junior Manager respectively. CTC includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability, LTC, Telephone Reimbursement etc., which are generally same as in IITs.

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General Information/Condition/Instructions

1. The appointment will be on contract for a period of up to five years, which can be renewed based on performance. The age of retirement will be 60 years.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses 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.
3. Shortlisted candidates will be informed for interviews through e-mails only.
4. The Institute reserves the right to restrict the number of candidates for 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. Qualifications/experience, age may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. Number of positions may be increased or decreased depending upon the requirements?.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. 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:

The complete CV for the post of General Manager (Placement) & Sr. Manager/Manager (HR) (As per suggested Performa) may be sent to: admin-hr@iiitd.ac.in with subject "Application for the Post of".

For other positions online form shall be submitted using link <https://iiitd.ac.in/onlinejobapplications/>

Last date for all positions is May 31, 2017 (Wednesday) by 5:00 pm. incomplete application or if received after closing date will be summarily rejected.

(Registrar)

Suggested Pro forma of Applicant's Resume

The resume must have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Post applied for
2. Name of the applicant
3. Category (SC/ ST/ OBC/ General)(PH)
4. Education record from 10th onwards
 - Year of passing
 - University/ college
 - Regular/ Distance
 - Percentage
5. Detailed work experience
 - Start with the most recent employment
 - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
6. Professional activities/ hobbies (optional)
7. References
 - List names of at least two referees, who can testify your work experience, skills, achievements, and personal integrity. Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers.
8. Contact details
 - Postal address, e-mail address, and mobile phone number.
9. Source of information:
 - Naukri.com, iimjobs, employment news, Institute website, Ascent, Economic & Political weekly, University news of AIU, social media or other.