

Advertisement for the Post of Assistant Manager (Library & Information Service), Assistant Manager (Research & Projects) and Assistant Engineer (MEP) at IIT Delhi

Applications are invited for the position of Assistant Manager (Library & Information Service), Assistant Manager (Research & Projects) and Assistant Engineer (MEP) at the Indraprastha Institute of Information Technology (IIIT) Delhi, a state University recently created by an Act of Delhi Govt. IIIT Delhi is a research-led institute, fashioned after IITs.

Post Code: 01

Post: Assistant Manager (Library & Information Service)

Nature of Post: Regular (initially a limited term contract will be given, which will be extended based on performance).

Job Description/ Role:

To manage the Library of the Institute including purchase of Books, Journals and inventory control and to provide relevant support to various academic programs essentially with emphasis on digital /cyber mode.

Pay and Other Benefits

Pay Scale : ₹17,200-39000 (Equivalent to PB2 with grade pay of ₹4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be ₹45,000/-(approx.) Additional Increments can be given to suitable candidates.

Promotion: Attractive promotion scheme competent individuals can go up to Deputy General Manager or equivalent (in PB-3).

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Qualifications and Experience:

Essential:

Graduate in Library Science with 5 years of relevant experience with computer tools such as MS Office, Internet and E-mail etc.

Preference would be given to those having

- Post Graduate qualifications.
- Experience of Digital Library and Library Management Software.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- Good interpersonal and communication skills in English and Hindi (both oral and written).
- Experience with modern Library Automation technologies such as RFID, Smartcard and other library related software.

Age Limit: 35 Years

Post Code: 02

Post: Assistant Manager (Research & Projects)

Nature of Post: Regular (initially a limited term contract will be given, which will be extended based on performance).

Job Description/ Role:

Responsible for supporting the R & D, consulting and other sponsored research project oriented activities including the project based staff, finances, budget and planning for projects reporting to the funding agencies including preparation of Utilization Certificate, Statement of Expenditure and other allied services and also to manage/ handle the PDA of faculty.

Pay and Other Benefits

Pay Scale : ₹17,200-39000 (Equivalent to PB2 with grade pay of ₹4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be ₹45,000/-(approx.) Additional Increments can be given to suitable candidates.

Promotion: Attractive promotion scheme competent individuals can go up to Deputy General Manager (in PB-3).

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Qualifications and Experience:

Essential:

Graduate with 5 years of relevant experience 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 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).

Age Limit: 35 Years

Post Code: 03

Post: Assistant Engineer (MEP)

Nature of Post: Regular (initially a limited term contract will be given, which will be extended based on performance).

Pay and Other Benefits

Pay Scale : ₹17,200-39000 (Equivalent to PB2 with grade pay of ₹4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be ₹45,000/-(approx.) Additional Increments can be given to suitable candidates.

Promotion: Attractive promotion scheme competent individuals can go up Senior Engineer (Equivalent to PB-4 in Govt.)

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Qualifications and Experience (In the relevant field)

Essential Qualification & Experience: B.E./ B.Tech/B. Sc./AMIE or equivalent in Electrical /Mechanical with at least 2 years of experience or Diploma in Electrical/Mechanical Engineering with 5 years of experience in any supervising capacity and computer tools such as MS Office, Internet and E-mail etc.

Preference would be given to those having

- On site experience in execution and supervision of MEP works in large institutional, residential & township construction projects.
- Experience in coordination and supervision of MEP from foundation to completion handling including contract management, tendering, planning, budgeting, cost control, estimation and billing, works accounts procedure as per the CPWD/ PWD norms, quality control and bye laws etc with construction of multi stories hi rise buildings, coordination with services.
- Knowledge of Mechanical,Electrical,Plumbing ,Fire Fighting ,BMS & HVAC services Layouts, SLD and circuit design with hands on experience on HT/ LT/ UPS/ ELVS/ LAN /BMS /HVAC /Lifts system installation to commissioning and their running operation and maintenance
- Knowledge of computers such as MS Office, Internet is essential and Autocad and MS Project is desirable.
- Good interpersonal and communication skills (both oral and written) are essential.

Age Limit: 35 Years

General Information/Condition/Instructions:

1. The appointment will be on Regular (initially a limited term contract will be given, which will be extended 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.
3. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
4. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The number of posts may increase or decrease at the time of interview / short listing.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. The selected candidates will be expected to join within three months from the offer of appointment.
10. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the **No Objection Certificate** before the interview of OR should send his/ her application **Through Proper Channel.**
11. The applicant should clearly mention the name of the post applied for, category on the application. The incomplete/ applications or received after due date may not be considered.
12. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.

Campus:

IIIT Is currently operating from a temporary campus in NSIT campus, Dwarka. In about 6-10 months, it will move in its own modern campus which will come up in Okhla, Phase III, where 25-acre land has already been allocated to it.

How to apply:

The complete application for in the prescribed proforma with names and contact information (email, telephone number) of at least three references by subscribing the name of the post applied, category etc should be sent **by June 15, 2011** to The Deputy General Manager, IIIT Delhi; 3rd Floor, Library Bldg., NSIT Campus; Dwarka, sector 3; New Delhi – 110078.