

Advt. No. 04/2021

Date: March 22, 2021

Advertisement for Non-Academic Position

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. Junior Manager (Human-Centered Design) : 01 post

The employment to the above posts will be full-time, Regular (initially on a Contract term of 5 years and renewable as per Institute guidelines.)

1. Junior Manager (Human-Centered Design):

Essential Qualification & Experience:

Post Graduate with minimum 55 % marks and 1-year relevant experience at the annual CTC of Rs. 3.5L.

Desirable: Working experience in Educational Institute/ R&D Organizations/ MNC of repute.

Key Responsibilities:

- **Manage:** To provide necessary support to primary stakeholders of the department including faculty, students, and staff
 - In organizing events, meetings, interviews, etc.
 - In taking notes of minutes of meetings, collating, and sharing.
 - For record keeping, tracking, and filing paperwork for reimbursements.
 - In procuring and managing assets and inventory.
 - In budget planning & management of finances.
 - With academics, placement, recruitment, and other important activities for the department.
- **Liaison:** To be the main point of contact for all internal & external stakeholders, projects, vendors and any other parties involved with the activity of the department.
- **Outreach:** To create visibility and enhance brand of department by
 - Regularly collating news from stakeholders.
 - Frequently posting and updating social media, preparing press releases and other similar activities, etc.
 - Maintaining and updating the department websites.
 - Creating annual reports and other collaterals for outreach.
- To provide necessary support to staff officials and other senior officers of the Institute.

Preference would be given to those having:

- Excellent communication skills (Oral and Written) in English and Hindi.
- Excellent Noting/ Drafting skills.
- Interest or experience in design related activities
- Good problem-solving skills.
- Ability to quickly learn organisation & processes
- Ability to maintain interpersonal relationships.
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Technical Skills: Fluency with computing systems, website management, Microsoft Office Suite including Excel and Word, design related software such as Adobe Illustrator etc.

Pay and Other Benefits:

S. No.	Title of Post	Pay Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Junior Manager (HCD)	4	25,500/-	Rs. 59,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation at approved rate, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, Professional Development Account & such other benefits as applicable from time to time.

Note:

Qualification, age and experience will be reckoned as on the last date of this advertisement and no relaxation in this regard, under any circumstance, will be allowed. Those meeting the criteria should only apply. The application fee of those not meeting the criteria will not be refunded.

General Information/ Conditions/ Instructions:

1. Age limit: The maximum age limit is 30 years.
2. Appointment to the post 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 the Institute's regulations. The age of retirement is 60 years.
3. 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 through any means.
4. Shortlisted candidates will be informed for interviews through registered e-mails only.

5. The Institute reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of age, qualification and experience, etc.
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. The selected candidates will be expected to join within one month from the date of Offer of Appointment.
9. 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.

Application Fee:

Candidates (Other than SC, ST, PWD, Internal candidates) are required to pay a non-refundable application fee of Rs.118/- (Rupees One Hundred and Eighteen only) online mode.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in . The last date for applying online is April 12, 2021 by 5 PM. Incomplete application, without payment proof or will be summarily rejected.

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