

Advertisement for Project Position at IIIT-Delhi

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

Title of the post: Technical Manager (Infosys Center for Artificial Intelligence) : 01 Post

Employment type: The appointment to the above post will be initially for a period of 3 years with annual performance review and half yearly review during first year. The contract can be extended for another two years based on requirement and performance.

Qualification & Experiences: Post Graduate in any discipline/degree in engineering/Technology with 55% marks and 2 years of relevant experience.

Key Responsibilities:

- **Manager:** To provide necessary support to primary stakeholders of the center including faculty, students, and IIITD 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.
- **Outreach:** To create visibility and enhance brand of center by
 - Regularly collating news and information from stakeholders.
 - Frequently posting and updating social media, preparing press releases and other similar activities, etc.
 - Maintaining and updating the Center websites.
 - Creating annual reports and other collaterals for outreach.
- **Engineering:** To help design and deploy large-scale models and datasets for demonstration purpose
 - Interact with the students and faculty members and collate their models.
 - Help setup the infrastructure (both frontend and backend)
 - Help design a demonstrable facility to different stakeholders
- **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.
- 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.
- Excellent engineering skills and experience in ML/AI
- Ability to quickly learn organization & processes
- Ability to maintain interpersonal relationships.
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Technical Skills:
 - Proficient with Microsoft Office suite including Excel, Word, and PowerPoint or equivalent (e.g., Google Suite).
 - Basic website management, creating flyers etc.
 - Some experience with coding in any programming language (Python).
 - Familiarity or ability to learn GitHub or similar software repositories.

Working Days: Five days in a week, may be called during weekends, if required.

Age Limit: 35 years (Relaxable)

Salary and Mobile Reimbursement:

Consolidated salary in the range of Rs. 34,000-2700-61,200/-per month, depending on work experience and suitability of the candidate. Fix annual increment at the rate of Rs. 2700/-. (Equivalent to Scale-3 of temporary positions under Project Heads). In addition to the consolidated salary, the incumbent shall be entitled for mobile reimbursement of Rs. 750/- per month on production of bill.

General Information/Condition/Instructions

1. The appointment will be purely on contract basis initially for a period of three years, which can be renewed based on performance and requirements at the Institute.
2. During the first year, there will be a half yearly performance review and for subsequent years, the performance review will be done on annual basis.
3. Contract can be terminated by giving one month notice period by either side or salary in lieu of that.
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. 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.
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. 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.
9. Qualifications/experience, age may be relaxed for exceptional candidates.
10. Number of positions may be increased or decreased depending upon the requirements.
11. The selected candidates will be expected to join within one month from the offer of appointment.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in/careers/pc. The last date for submitting the online applications is 21.01.2022. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)