

## **Advertisement No. 03/ 2015**

The Detailed CVs 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. Deputy General Manager/ General Manager (IT)**
- 2. Web Manager (In the scale of Junior Manager/ Assistant Manager)**
- 3. Assistant Manager/ Junior Manager**
- 4. Admin Assistant to Head, CERC.**
- 5. Multi skill Assistant**

### **1. Deputy General Manager/ General Manager (IT)**

**No of Posts:** 01

#### **Responsibilities:**

- Management of Campus IT systems including (but not limited to) Campus Wired and Wireless LAN, Internet connectivity, Application Servers, High Performance Computing, Storage & Backup, UPS, Academic ERP, and AV systems
- Hands-on knowledge of
  - ubuntu, debian, fedora, windows nt, cisco ios
  - nfs, samba, ntfs, jfs
  - apache, iis, nginx, mysql, php, ajax
  - tcpdump, wireshark, sendip, iptables, named, dhcpd, mrtg, cacti, solarwinds, squid, fortinet
- Training of IT team and students in the above mentioned knowledge
- Strategic planning to constantly improve and enhance IT infrastructure
- Bring in new and upcoming technologies and ideas to constantly improve the institute IT and keep it at par with leading academic institutes of the country and abroad
- Regular monitoring and reporting of the utilization and downtimes and take proactive steps to reduce downtimes
- Teach the 2-credit system/ network administration related course
- Project management of new installations in future phases of institute expansion
- Supervision of Hardware/ Software/ Networking Troubleshooting
- Interaction with Vendors and Service Providers

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

**Pay and Other Benefits**

**Pay Scale:** Rs. 23,200-46,700/ 46,100-75,700 (Equivalent to PB-3/PB-4 with grade pay of Rs. 7,600/8,700 in Government), depending upon the experience. In addition, DA will be applicable as per Central Government rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 98K and 1.48K (approx.) for DGM and GM respectively. Additional Increments can be given to deserving candidates.

**Qualifications and Experience:**

**Essential:**

BE/B.Tech or Equivalent with 55% marks with 10/ 15 year of experience or ME/M.Tech or equivalent with 55% marks with 8/13 years of experience in relevant field.

**Desired profile:**

1. *This position is not all about management but about use of core technical skills to accomplish technical tasks*
2. Be able to substitute any IT staff member to perform that member's task in need be
3. Continuously learn the new technologies in hands-on manner and keep oneself technically up to date
4. For qualified people, Adjunct Faculty position may be offered which will allow them to also guide students' thesis/projects

**Preference would be given to**

1. Having experience in Linux server administration, webserver management, HPC, storage & backup solutions, campus networking, etc.
2. Having working experience of managing a large and reputed Linux-based IT infrastructure
3. Good interpersonal and communication skills (both oral and written)

**Working days:** Five days a week.

**Age Limit:** 50Years

## **2. Web Manager (In the scale of Junior Manager/ Assistant Manager)**

**No of Posts:** 01

### **Responsibilities**

- to maintain the institute website and related websites/web pages, including plug-ins
- to create graphics and edit photos using photo-editing tools
- to update content, UI and generate webpages, as per the needs
- to create and maintain mobile website of IIITD
- to create and maintain forms and internal websites/web-resources
- to manage website and database backups and updates

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

### **Pay and Other Benefits**

**Pay Scale:** Rs. 13,500-39,000/ 17,200-39,000 (Equivalent to PB-2 with grade pay of Rs. 4,200/4,600 in Government), depending upon the experience. In addition, DA will be applicable as per Central Government rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 52K and Rs. 64K (approx.) for Junior Manager and Assistant Manager Level respectively. Additional Increments can be given to deserving candidates.

### **Qualifications and Experience:**

#### **Essential:**

BE/B.Tech or MCA with 55% marks with 2 to 5 years of experience in Web-Technologies and should have created and maintained at least one complete website. The candidate should have technical as well as creative skills and good command over written English with respect to website design. He should possess working knowledge and experience of web page designing using HTML 5, HTML forms, Javascript, CSS, PHP, knowledge of CMS such as Drupal and Wordpress, and Databases like MySQL.

#### **Preference would be given to**

1. Having experience in website management of academic/ research Institute.

2. Good interpersonal and communication skills (both oral and written)

**Working days:** Five days a week.

**Age Limit:** 35 Years

### 3. Assistant Manager/ Junior Manager

**No of Posts:** 01 (Reserved for SC)

#### 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.

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

#### Pay and Other Benefits

**Pay Scale:** Rs. 13,500-39,000/ 17,200-39,000 (Equivalent to PB-2 with grade pay of Rs. 4,200/4,600 in Government), depending upon the experience. In addition, DA will be applicable as per Central Government rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 52K and Rs. 64K (approx.) for Junior Manager and Assistant Manager Level respectively. Additional Increments can be given to deserving candidates.

## **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.

### **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 (both oral and written).

**Working days/ hours:** 5 days a week.

Age Limit: 35/30 Years

## **4. Admin Assistant to Head, CERC.**

**No of Posts:** 01

### **Responsibilities:**

- Organize conference / workshops in academic setting, starting from helping with planning the event until the closure of the event or the accounts related to the event.
- Interact with industry, government agencies regarding projects, and training programs.
- Maintain calendar for the faculty and help faculty in his / her activities
- Should be excellent in using MS word, MS Excel and MS powerpoint
- Should be comfortable with using Google drive, and other sharing technologies Develop Invoice, Utilisation Certificate, etc. for projects and training program
- Process weekly and monthly reimbursements of CERC members.
- Organize travel arrangements; anticipate and co-ordinate point to point travel and logistics needs, passport & visa processing for all country.
- Co-ordinate with various office support services , including Purchase , Accounts and Facilities.

### **Employment type:**

The tenure will be for a period of three years, renewable every year on annual performance based.

**Compensation:** Rs. 25K (Consolidated) based on the profile of the candidate.

**Qualification & Experience:**

**Essential:**

Graduate preferably in Science/ Commerce / Economics with 2 years of relevant experience with working with / helping faculty in Academic institute, organizing conference / workshops, and have computer tools such as MS Office, Internet and E-mail etc.

**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 (both oral and written).
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Post Graduate qualifications in Science/ Commerce/ MBA.
- Working/ experience in Teaching/ R&D Organizations of repute.

**Working days:** 5 days a week.

**Age Limit: 30 Years**

**5. Multi skill Assistant**

**No of Posts:** 02

**Responsibilities:**

- Providing assistance in day-to-day work using MS Office.
- Processing of Bills etc.
- File Management
- Record Management
- Arrangement of Logistics/transport
- Guest House/ Faculty Housing Maintenance

**Employment type:**

The tenure will be for a period of three years, renewable every year on annual performance based.

**Compensation:** Rs. 20-25K (Consolidated) based on the profile of the candidate.

**Qualification & Experience:**

**Essential:**

Graduate preferably in Science with 2 years of relevant experience with computer tools such as MS Office, Internet and E-mail etc.

**Preference would be given to those having**

- Excellent Noting/ Drafting skills.
- Good interpersonal and communication skills in English (both oral and written).
- Post Graduate qualifications in Science/ Commerce/ MBA.
- Working/ experience in Teaching/ R&D Organizations of repute.

**Working days:** 6 days a week.

**Age Limit: 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, the level/ designation will be decided by Selection Committee based on the performance of the candidate in interview.
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.
4. Shortlisted candidates will be informed for interviews through e-mails only.
5. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
6. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. The institute reserves the right not to recruit against any or all the posts.
8. Qualifications/experience/ Age may be relaxed for exceptional candidates.
9. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. The information received will be accessible under RTI Act only up to six months from the date of closing.
12. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.
13. No Hard copies are to be sent.
14. Last date for apply is **May 10, 2015**.

### **How to apply:**

The interested candidates may send the detailed CV in the Recommended Proforma below through email @ [admin-hrm@iiitd.ac.in](mailto:admin-hrm@iiitd.ac.in) with subject "**Post of (Name of the Post, wish to apply) at IIIT-D**" latest by **May 10, 2015**.

### **Recommended Pro forma of Applicant's Resume**

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

1. Name of the applicant
2. Post applied for
3. Education record
4. Professional summary
  - Provide a brief summary of your work experience in 5-6 statements
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 (optional)
7. References
  - List names of at least three 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.