



(A State University set up by the IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi))

Advertisement for Non-Academic Post

Advt. No. 01/2021 dated January 11, 2021

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. Manager (Student Affairs) : 01 (One) Post

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

Essential Qualification & Experiences

Post Graduate in any discipline with 55 % marks and (a) 3 years' relevant experience at the Pay Level-8 of 7th Pay Commission Matrix or equivalent approx. monthly CTC of Rs. 81,000/- (monthly salary drawn) for those working in a private setup or (b) 5 years' relevant experience at the Pay Level-7 of 7th Pay Commission Matrix or equivalent approx. monthly CTC of Rs. 77,000/- (monthly salary drawn) for those working in a private setup.

Desirable:

1. Working experience in a University/Education or Research Institution of repute on a regular scale.

Key Responsibilities

1. To work closely with the Dean of Student Affairs and faculty coordinators for all related domains of student affairs activities.
2. To provide administrative support to all student issues related to non-academic activities.
3. Managing admin staff, JM's and other resources of the institute.
4. Streamlining and documenting of activities related to the student affairs section.
5. To assist the DoSA/Faculty coordinators in conduct and constitution of the student council, clubs, committees through fair elections and representations.
6. To ensure allocation and management of hostel rooms as per the policy of the institute during new academic sessions and breaks.
7. Preparation of reports and keep a track of the student activity calendar for timely completion of the tasks.
8. To ensure settlement of bills raised by the clubs, committees and other events.
9. Participation in the various Institute level committees, management of records & systems.
10. Ensure student facilities like mess, café and medical facilities at the institute with faculty coordinators.

11. Ensure assistance to students in the preparation of annual budgets for the clubs and committees.
12. To support and assist in the planning and coordination of sports activities, institute tech and cultural events.
13. To enhance student participation in different activities related to Technical, Cultural and areas of interest groups of the students.
14. To coordinate requirements with other departments for various activities of the students and other responsibilities assigned from time to time by the DoSA.
15. Any other responsibility assigned from time to time by the Institute.

Pay and Other Benefits

S. No.	Title of Post	Pay Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Manager (Student Affairs)	10	56,100/-	Rs. 1,18,000/-

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:

1. 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 40 years. Age limit does not apply to the internal candidates.
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 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 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) through online mode.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in/careers/staff. The last date for applying online is February 08, 2021 by 5 PM. Incomplete application, without payment proof or will be summarily rejected.

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