



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

## **Advertisement for Non-Academic Post**

**Advt. No. 01/ 2019 dated 17<sup>nd</sup> January 2019**

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 (Placement): 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 Minimum 01 year's relevant experience and knowledge of computer applications / word processor operation and MS Office.

#### **Desirable:**

- Work Experience in University/educational or research Institution
- Preference will be given to the candidates with: Prior placement experience. Good established industry network. Good presentation & communicational skills

### **Key Responsibilities in the Placement**

#### **Primary Target:**

- Will be responsible to invite a minimum of 15 companies for offering Full time final placements for all UG & PG programs in one season offering compensation of 7 lacs & above.
- Will be responsible for providing a minimum of 15 to 20 short & long duration internship opportunities for final & pre-final year students of all UG & PG programs in one season.
- Main Focus on BTech CSAM & MTech CB program & invite at least 05 companies for each for their final Placement.
- Preparation of relevant companies' database.

#### **Other**

- To assist in collecting feedback from all recruiters, all documentation, record keeping, filing, maintaining student tracker, institute calendar, placement & internship database.

- To assist in all hospitality, logistics & infrastructure requirement during the placement season.
- To assist in conducting: Mock test, Mock Interviews, Sessions & Start-Up Fair.
- To assist in preparing & maintaining monthly and yearly report.
- To assist the team in preparing & maintaining data for: NBA, NAAC, Higher studies & Alumni. Contribute in any other data requirements by academics, faculties etc.
- To assist the team in Design and implement goals, initiatives, strategies clearly worded placement & internship policies, processes for the University.
- Assist GM in designing and developing the print and electronic versions of placement brochures, manuals for the college and individual programs separately.
- To assist GM placement to update the content on IIIT-D's placement website & ensure that it is complete, current, relevant, and accurate.
- Work in coordination with the Placement Team and PlaceCom students.
- To contribute towards any other task assigned by the Director, placement faculty conveners & GM placement.

### Pay and Other Benefits

S. No.	Title of Post	Pay Level (7 <sup>th</sup> PC)	Initial Basic Pay	Monthly CTC
1.	Junior Manager (Grade-II)	5	29,200/-	Rs. 61,000/-

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

#### Note:

1. Qualification, age and experience/s will be reckoned as on last date for this advertisement.

### General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit for Junior Manager is 30 years.
2. All the appointment 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 institute regulations. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing 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 written test/ interviews through e-mails only.
5. The Institute reserves the right to restrict the number of candidates for written test/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. 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. Qualifications/experience, age may be relaxed for exceptional candidates.
9. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
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.
12. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel also.

### **How to apply:**

Candidates shall apply online on: [www.iiitd.ac.in](http://www.iiitd.ac.in). The last date for submitting the online applications is 28<sup>th</sup> March 2019 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

Registrar