



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

## **Advertisement for Non-Academic Position**

**Advt. No. 03/ 2018**

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 (Library & Information Centre) : 01 post

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

### **Essential Qualification & Experience:**

Post graduate in Library Science with 55 % marks for the post and Minimum 01 year's relevant experience and knowledge of computer applications / word processor operation and MS Office.

**Desirable:** Experience in University/ educational or research institution and capability of multitasking.

### **Preference will be given to the candidates**

- Good communicational skills.
- Organizing events/exhibitions.
- Knowledge of sources of books.

### **Key Responsibilities:**

- To assist the Library Manager in day to day Library activities
- To accession, classify and catalogue the learning resources
- To work on RFID enabled Library management system
- To support in acquisition of resources
- To maintain the Periodicals in Library and other reading rooms in the campus
- To update and maintain the book display in library (new arrivals, must read books, new arrivals, etc.)
- To attend the reference queries
- To process the bills for payment
- To prepare the posters for services and databases to aware the users
- To assist the individual users in Library
- To display and update Institute's faculty publications

- To support in organizing the Library events/ workshops
- Renewal and new subscription process to electronic resources/databases
- To maintain and update the Kindle eBook readers and Kindle eBooks
- Any other work assigned by the Library Manager from time to time

### Pay and Other Benefits

S. No.	Title of Post	Level (7 <sup>th</sup> CPC)	Initial Basic Pay	Initial 7 <sup>th</sup> CPC CTC
1.	Junior Manager (Grade-III)	6	35,400/-	71,000/-
	Junior Manager (Grade-II)	5	29,200/-	61,000/-
	Junior Manager (Grade-I)	4	25,500/-	56,000/-

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: Depending upon qualifications, experience, CTC being drawn and based on recommendations of the selection committee, a Junior Manager can be appointed in any grade viz. I, II & III illustrated above.**

### General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit for this position 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 registered e-mail 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 candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. 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.
11. Number of positions may be increased or decreased depending upon the requirements?.

12. The selected candidates will be expected to join within one month from the offer of appointment.
13. 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.
- 14. The candidates who have already applied earlier against Advt. No.06/2017 need not apply again.**

#### **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 23<sup>rd</sup> May 2018 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(REGISTRAR)