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

Advertisement for Non-Academic Posts

Advt. No. 06/ 2017

Applications are invited for the following positions 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 (Library & Information Centre)   : 01 (no.)
2. Junior Manager (Library & Information Centre : 01 (no.)
3. Junior Manager (Placement | Student Affairs)   : 02 (nos.)

The Junior Managers (s.no. 3 above) shall be working in the administration division with responsibilities in Placement, Student Affairs or any other group where there is demand. The employment to the above posts will be full-time (initially on a Contract for 5 years and renewable as per Institute guidelines.)

1. Manager (Library & Information Centre)

Essential Qualification & Experience
- Post graduate in Library Science with 55% marks and 5 years of relevant experience.

Preference will be given to the candidates with key qualities
- Good communicational skills.
- Organizing events/exhibitions.
- Knowledge of sources of books.
- Sound knowledge of cutting-edge academic research libraries combined with Information Technology /information communication technology.
- Working experience in fully automated/ RFID enabled academic Library system.
- Sound knowledge and working experience in open source software for libraries (DSpace, Koha, CMS, Plagiarism tools, Citation tools, etc.)

Key Responsibilities

a. Overall Library management.
b. Report Library activities to the Director on a monthly basis.
c. Manage acquisition of learning resources.
d. Manage the duties of Library staff and interns (to open the Library 8:30 AM to midnight/round the clock).
e. Train and guide the Library interns and junior staff following within the team.

f.   Coordinate with Library advisory committee and work with the guidance of the Library Committee.
g.   Organize Library orientation programs
h.   Implement the emerging trends and technologies in Library
i.   Collaboration and engagement with students
j.   Circulation management of books, journals,
k.   Implementation of relevant suggestions
l.   Organize the Library events/ workshops on various relevant topics round the year
m.   Manage and provide research assistance and support
n.   Content management (Admin of Library portal and institutional digital archive/repository)
o.   Library management software maintenance/ updates
p.   Provide the current awareness service on various relevant topics from time to time
q.   Physical verification of Library resources
r.   Plan Library annual budget, its monitoring and implementation
s.   Empanelment and evaluation of Library vendors/ suppliers
t.   Purchase of books for faculty under their PDA/Projects and finalization of bills for payment release
u.   Manage reference service
v.   Manage interlibrary loan and document delivery service
w.   To provide Library statistical reports from time to time/ on demand
x.   Take new initiatives to make the Library more useful
y.   Any other work assigned by the Institute from time to time
z.   Reference service to the Library users.
aa. Keeping abreast with latest developments in Library and Information Service.

2.   **Junior Manager (Library & Information Centre)**

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
bb. 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

3. **Junior Managers (2 Nos.)**
   a. **Junior Manager (Placement)**
   b. **Junior Manager (Student Affairs)**

Essential Qualification & Experience
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: Experience in University/ educational or research institution and capability of multitasking.

Desirable (for Placement): Preference will be given to the candidates with:
- Prior placement experience
- Good established industry network
- Good presentation & communicational skills.

Key Responsibilities in the Placement
- Assist in collecting feedback from recruiters, all documentation, record keeping, and filing, maintaining student tracker, institute calendar, placement & internship database.
- Assist in all hospitality, logistics & infrastructure requirement during the placement season.
- Assist the team in Design and implement goals, initiatives, strategies clearly worded placement &internship policies, processes for the University.
- Assist in the design and develop, print electronic versions of brochures, manuals for the Institute and individual programs separately as per annual plan.
- Assistance to update the content on IIIT-D's placement website & ensure that it is complete, current, relevant, and accurate.
- Assist in developing and implementing recruiter specific plans with special emphasis on NCR & conducting Start-Up Fair.
- Work closely with the Placement Team and PlaceCom student members.

- Contribute towards any other task assigned by the Director, placement faculty conveners & GM placement.
- Responsible to add at least 15 to 20 new recruiters visiting the campus for final placement, with compensation range above 6 lacs.
- The focus should be getting companies for all newly introduced UG & PG programs: ITSS, CSAM & CSD, apart from he/she should be able to handle additional responsibilities toward CSE, ECE & CB program.
- Will be responsible for providing a minimum 15 to 20 short & long duration internship opportunities for final & pre-final year students of all UG & PG programs.

Key Responsibilities in the Student Affairs

- Assist and facilitate in running of student's facilities like Medical facility at Campus, Mess, and GYM & Cafe.
- Assist and facilitate students towards extra-curricular activities including sports, tech and cultural fests.
- Enhance students' participation in the campus life and sustainable development.
- Assist in conduct and constitution of Student council, committees & clubs through framed code of conduct (fair elections and representations).
- Oversee the hostel management including allocation of hostel rooms as per the recommendation of the hostel committee.
- Maintenance of discipline in and around the hostels.
- Encourage Sports, Cultural and Tech activities at the institute levels so as to promote inter and intra cooperation,
- Assist in implementation of projects, like to have our own sports meet at IIIT-Delhi in which Institutes across India can participate.
- Assist in framing policies and regulations regarding Outside Class Activities.
- Support in providing effective Student grievance redressal system.
- Any other responsibility assigned from time to time.
- Handle monthly reporting, own student activity calendar to ensure the activities are completed on time
- Attend Student Council meetings and other related interactions
- The streamlining & documenting of activities related to student affairs.

Pay and Other Benefits

S. No.	Title of Post	Level (7th CPC)	Initial Basic Pay	Initial 7th CPC CTC
1.	Manager	10	56,100/-	1,07,000/-
2.	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:
    a. The maximum age limit for Manager is 40 years.
    b. 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 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.

How to apply:

Candidates shall apply online here and detailed advertisement can be found at https://iiitd.ac.in/careers/staff . The last date for submitting the online applications is 16th February 2018 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(REGISTRAR)