



Advertisement for Non-Academic Posts

Advt. No. 03/ 2024

Date: February 20, 2024

Online 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. Junior Manager, Grade-I : 04 (four) Posts (1 SC, 1 OBC and 2 UR);

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

Essential Qualification & Experience

Post Graduate degree any discipline with 55% marks and 1-year relevant experience.

Relevant experience may include activities related to academic administration including but not limited to Secretarial Support/Academics/HR matters/ Student Affairs/Store & Purchase/R&D Management and General Administration etc.

Desirable:

- I. Experience in managing any administrative office including secretarial support.
- II. Working experience in academics/research Organizations.
- III. Excellent interpersonal and communication skills in English and Hindi
- IV. Excellent noting & drafting skills
- V. Excellent knowledge of MS Office, relevant computer applications/software/ERP.
- VI. Familiarity with various Govt rules including Service Rules, GFRs, Procurement procedures, Admission and Examination related processes.

Job Profile (Indicative)

- To extend support in day-to-day activities related to Secretarial Support/Academics Affairs/Service and Establishment Matters/ Student Affairs/Store & Purchase/Hospitality/Estate Management and R&D Management.

Pay and Other Benefits

S. No.	Title of Post/s	Pay Level & Scale
1.	Junior Manager, Grade-I	Level-4 (Rs. 25,500-81,100)

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

Note:

Age and experience will be reckoned as on the last date of this advertisement.

General Information/ Conditions/ Instructions

1. Age limit: The maximum age limit is 30 years. Age limit does not apply to the internal candidate/s. Reserved category candidates will be eligible for age relaxation as per prevailing norms of the Government.
2. Applications are to be submitted online on the Institute website only www.iiitd.ac.in .
3. Appointment to the post/s will be on contract for a period of up to five years, which shall be renewed based on requirements and or performance (annually and at the end of 5 years) for continuation of their services as per the Institute's /contractual framework/regulations. The age of retirement is 60 years.
4. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for the selection process. 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.
5. Those who are working in private organization should fill up their annual CTC drawn in the application form.
6. Those who are working in Govt organizations/autonomous bodies etc. should fill up their Pay level and Basic Pay drawn.
7. Fulfillment of qualification and experience is an essential requirement. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. In case, applications received are in excess of the number of posts advertised for the vacant posts, the Screening Committee may adopt additional/higher criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may

so decide, and the shortlisted applicants will be called for certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute.

8. The screening of applications will be done based on the information provided by the candidates; hence a candidate should ensure to furnish optimum information while filling up the application form. The key responsibilities are mandatory to be provided for each employer. Incomplete applications will be summarily rejected.
9. A candidate should ensure his/her eligibility before applying and those meeting the eligibility criteria should only apply. The application fee of those not meeting the criteria will not be refunded.
10. The grade points are to be converted to the percentage of marks using 10-point scale system.
11. Shortlisted candidates will be informed for the selection process through registered e-mails only.
12. During document verification/selection process or at a later stage, if it is found that the information provided by the candidate in the application is form is incorrect, he/she shall be disqualified from the recruitment process or services will be liable for termination without prior intimation.
13. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof.
14. The Institute also reserves the right to increase/decrease the number of position/s and not to recruit against the advertised position/s or cancel the advertisement.
15. The Institute also reserves the right to relax age, experience in exceptional cases or in case of candidates already holding analogues positions in a teaching/Research & Development Organizations/Industry.
16. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further selection process. No request in this regard will be entertained for review etc.
17. 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.
18. The selected candidate/s will be expected to join within one month from the date of offer of appointment.
19. The selected candidate/s may be placed in any administrative Department of the Institute.
20. Deserving candidate/s may be given higher starting salary or additional increments.
21. The appointment of SC/ST/OBC/EWS/PWD candidate shall be on provisional basis and will be subject to verification of Caste/ Tribe certificate etc.

22. The incumbent will be on a probation period during the first year of the contract term of five years and probation period can further extended up to another one year after performance evaluation.
23. During probation period, the services can be terminated by giving one month's notice period or salary in lieu of notice period if the performance or conduct of the incumbent is not found satisfactory.
24. The conditions of services shall be regulated by relevant rules in the Act, Statutes, Ordinances, Regulations and Orders issued by the Institute from time to time, as in force, however, in cases where no provisions/rules exist, the relevant Government rules shall apply.

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) online mode.

Notes:

1. ***Internal Candidate: - Working in the Institute on a scale/ Pay Level basis (not on consolidated basis).***
2. ***Candidates who have already deposited the application fee against advt no. 10/2023 dated October 11, 2023 need not to pay again the application fee. They can quote the same transaction details while submitting their application/s.***

How to apply:

Candidates shall apply online on: www.iiitd.ac.in . The last date for applying online is March 12, 2024 by 5 PM. Incomplete application will be summarily rejected.

Registrar

-----X-----