

### **Position at IIIT, Delhi (Advt. No. 06/2016)**

CVs are invited for the position of Relationship Manager at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Govt. of NCT of Delhi.

**Name of the Post** : Relationship Manager.

**Number of Position** : 01

#### **Responsibilities':**

- To develop and maintain good relations with industries – organize industry meets, work with faculty to find opportunities for collaborations, work with placement office to invite companies for placement/internships, etc.
- Managing alumni relations – organize get together and events, maintain contact information, gather information, and work with communication office for brochures and fliers.
- Maintaining good relations with funding agencies and research labs - find out any opportunity of research funding and communicate that to faculty and Dean IRD office.
- Liaising with Government departments.
- Maintaining all contact databases.

#### **Skills Required:**

Good Communication & Presentation skills.  
Networking capabilities.  
Good administrative skills.  
Negotiation skills.  
Basic Computer skills.

**Pay Scale:** Starting CTC will be Rs. 65K and Rs. 53K (Equivalent to PB-2 with grade pay of Rs. 4,600/4,200 in Government) for Assistant Manager/ Junior Manager Level respectively. CTC includes DA applicable as per Central Government rates, HRA/ Leased Accommodation, TA-I & TA-II as per applicability, LTC, Telephone Reimbursement etc, same as in IITs.

Note: The scale will be revised based on the recommendations of 7th pay commission, and it is expected that salaries will increase by about 15%.

**Employment type:** Full-time, Regular (initially a five (05) years contract will be given).

**Qualifications and Experience:**

Post Graduate degree with first class throughout with 3/ 1 (AM/ JM) years of relevant experience.

Preference will be given to candidates having experience in academic institute.

**Desirable:**

Post graduate degree in Management and an undergraduate degree in Science/Engineering/IT would be desirable.

Working days: Five days a week.

Age Limit: 35/30 Years

**General Information/Condition/Instructions:**

1. The appointment will be on Regular basis (initially up to five (05) years contract will be given). The level/ designation will be decided by Selection Committee based on the qualification/ experience and performance of the candidate in interview.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. Shortlisted candidates will be informed for interviews through e-mail only.
4. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
5. The institute also reserves the right of rejecting incomplete, any or all applications without assigning any reasons thereof.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/Experience/Age may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile. No. of posts may vary.
9. The selected candidates will be expected to join within one month from the offer of appointment.
10. The information received will be accessible under RTI Act only up to six months from the date of closing.
11. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.
12. No Hard copies are to be sent.

**How to apply:**

The interested candidates may send the detailed CV in the Recommended Pro forma below through email to [admin-hr@iiitd.ac.in](mailto:admin-hr@iiitd.ac.in) with subject "Post of (Name of the Post, wish to apply) at IIIT-D" latest by September 09, 2016.

The resume should have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Name of the applicant
2. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)
4. Post applied for
5. Source of information for the post
6. Education record
6. Work experience (Briefly describe roles and responsibilities for each):
  - Start with the most recent employment
  - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
7. Professional activities (optional)
8. References
  - ☐ List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
  - ☐ Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
10. Contact details: Postal address, e-mail address, and mobile phone number.