

# **Advertisement for the Post of Junior Manager/ Assistant Manager (Academics) at IIT Delhi**

Applications are invited for the position of Junior Manager/ Assistant Manager (Academics) at the Indraprastha Institute of Information Technology (IIIT) Delhi, a state University recently created by an Act of Delhi Govt. IIIT Delhi is a research-led institute, fashioned after IITs.

**Post Code: 01**

**Post: Junior Manager/ Assistant Manager (Academics)**

**No. of Posts: 03 05 (UR-2, OBC-2, SC-1)**

**Nature of Post:** Regular (initially a limited term contract will be given).

## **Job Description/ Role:**

To extend support to the academics wing of the institute right from admission, students affairs, time-table co-ordination, attendance management, examination support till award of degree, convocation including alumni affairs, issue of Certificates, transcripts etc.

## **Pay and Other Benefits**

**Pay Scale:** Rs. 13,500-39000/ 17,200-39000 (Equivalent to PB2 with grade pay of 4200/4600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

**The CTC at the initial of the scale will be Rs. 47,000/58,000/-(approx.) Additional Increments can be given to suitable candidates.**

**Promotion:** Attractive promotion scheme for competent individuals.

**Higher Qualification:** The Institute encourages acquiring higher qualification and also supports the selected candidate for professional development.

## **Qualifications and Experience:**

### **Essential:**

Graduate preferably in Science with atleast 2/5 years of relevant experience in an academic institute of repute working with computer tools such as ERP, MS Office, Internet and E-mail etc.

### **Preference would be given to those having**

- Post Graduate qualifications in Science/ Commerce/ MBA.
- Knowledge of working with academic ERP System and handling of activities related to student affairs.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

**Age Limit: 30/ 35 Years**

### **General Information/Condition/Instructions:**

1. The appointment will be on Regular (initially a limited term contract will be given).
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. The candidates acquiring higher qualification such as Phd etc. may not be considered.
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 any or all the applications without assigning any reasons thereof.
6. The number of posts may increase or decrease at the time of interview / short listing.
7. The institute reserves the right not to recruit against any or all the posts.
8. Qualifications/experience may be relaxed for exceptional candidates.
9. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. The applications received will be accessible under RTI Act only up to six months from the date of closing.
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.**
13. The applicant should clearly mention the name of the post applied for, category on the application. The incomplete applications or received after due date may not be considered.
14. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.

### **Campus:**

IIIT-D has a modern campus spread over 25 acres of land in South Delhi at Okhla, Phase III, New Delhi.

### **How to apply:**

The complete application in the prescribed proforma with names and contact information (email, telephone number) of at least three references by subscribing name of the post applied should be sent *by* November-2530, 2013 to The Registrar, IIIT Delhi; Okhla Phase-III; New Delhi – 110020.