

Advertisement for the Post of General Manager (Facilities), Research Engineer, Assistant Manager (System Admin & Networking), Assistant Manager (Stores & Purchase) and Executive Assistant at IIT Delhi

Applications are invited for the position of General Manager (Facilities), Research Engineer, Assistant Manager (System Admin & Networking), Assistant Manager (Stores & Purchase) and Executive Assistant 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: General Manager (Facilities)

Nature of Post: 5 years Contract / Deputation, which may be extended based on performance.

Job Description/ Role:

- Manage the security through an outsourced security agency (presently G4S). Managing means ensuring proper SOPs, reporting, regular monitoring and audit, etc.
- Be the single point of contact for all security related issues within the Institute.
- Manage the maintenance of Institute facilities (including residence blocks) through an outsourced security agency (presently Vatika Group). Managing means ensuring proper SOPs, reporting, regular monitoring and audit, of all housekeeping as well as technical facilities management (e.g. Air Conditioning, DG Sets, water supply, UPS, civil repairs, horticulture etc.).
- Be the single point of contact for all facilities management related issues within the Institute.
- Oversee other services being provided by different vendors in the Institute, e.g. mess, cafeteria, etc. to ensure that they are following the contracts and delivering the stipulated services.
- Regularly arrange for user feedback on various services (through survey tools which the Institute has.)
- Liaison with local authorities for the above, e.g. local police, other government agencies and ensuring renewal of all the statutory compliances.
- Daily and weekly reporting mechanism of the services.
- Ensuring that SLA are met.
- Preparation of snags list and de-snagging.
- Optimum use of manpower with the deployment of technology.
- Taking steps in energy conservation and preparing reports on monthly basis on energy consumptions and savings made

Pay and Other Benefits

Pay Scale : Rs. 46,100-75,700 (Equivalent to PB-4 with grade pay of 8,700 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable. Advance increments may be granted to deserving candidate.

The CTC at the initial of the scale will be Rs. 1,20,000 (approx.).

Working Hours: Five days a week and half day on Sat/Sun.

Qualifications and Experience

Essential:

Masters Degree in Science or graduate in engineering (Electrical or Mechanical) with at least 10 years experience in handling security and/or facilities (including housekeeping, electrical, plumbing, air conditioning, etc.), some of which must be in an organization with multiple buildings, central air conditioning, central power backup, UPS, etc out of which at least 2 years experience must be in directly managing security and/or facilities services of an organization. Recently retired officers can also apply.

Preference would be given to those having

1. Advanced degree or training preferred.
2. Experience in dealing with outsourced facilities management, i.e. through a FMS agency, and/or in dealing with outsourced security agencies.
3. Experience in both security management and facilities management.
4. Experience in IT firms and Educational institutions will be preferred.

Age Limit: 50 Years

Post Code: 02

Post: Research Engineer

Nature of Post: 5 years Contract / Deputation, which may be extended based on performance.

Job Description/ Role:

1. Leading the installation and upkeep of hardware installations on campus, including sensor nodes for building management system.
2. Prototyping simple hardware designs for new research ideas (from taking the specifications to deciding the ICs appropriately, creating schematics, board layout and testing the hardware.
3. PCB design, test, and evaluation using any industry standard software.
4. Taking initiative in new installations of sensing and monitoring systems for smart operations of buildings in campus.

Pay and Other Benefits

Pay Scale : Rs. 26,140-45,100 (Equivalent to PB3 with grade pay of 6000 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt. rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable. Advance increments may be granted to deserving candidate.

The CTC at the initial of the scale will be Rs. 80,000 (approx.).

Promotion: Attractive promotion scheme competent individuals can go up to Senior Research Engineer (in PB-3).

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Qualifications and Experience

Essential:

B.E./B.Tech. with 3 years of experience or M.E./M.Tech with 1 years of experience/ PhD - The experience should be relevant to the job description.

The candidate should have developed some hardware systems and should have been involved in maintaining a sufficient scale (more than 50 nodes) commercial/non-commercial system involving both hardware and software sub-systems. Sufficient working knowledge of sensing and control design is expected.

Preference would be given to those having

Experience in one or more of Schematic design, Instruments and System Interfacing using LabVIEW or MATLAB, Sensor interfacing, Networking, Automation and Control, Microcontroller and FPGA programming, Hardware experience including IC selection for a given purpose and having Good programming skills. Prior experience with maintaining any commercial BMS will be a bonus.

Age Limit: 45 Years

Post Code: 03

Post: Assistant Manager (System Admin & Networking)

Nature of Post: 5 years Contract / Deputation, which may be extended based on performance.

Job Description/ Role:

Linux System Administrator, Apache and DNS server configuration in linux, handling IT infrastructure of the Institute.

Pay and Other Benefits

Pay Scale: Rs. 17,200-39000 (Equivalent to PB2 with grade pay of Rs. 4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 50,000/-(approx.) Additional Increments can be given to suitable candidates.

Promotion: Attractive promotion scheme competent individuals can go up to Senior System Manager (in PB-3).

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Qualifications and Experience

Essential:

Graduate in the relevant field with at least five years of experience in Linux System Administration with relevant experience.

Preference would be given to

1. Graduate Engineers
2. Having working experience of educational Campus IT infrastructure/ MNC of repute with knowledge of networking,
3. Good interpersonal and communication skills in English and Hindi (both oral and written).

Age Limit: 35 Years

Post Code: 04

Post: Assistant Manager (Stores & Purchase)

Nature of Post: 5 years Contract / Deputation, which may be extended based on performance.

Job Description/ Role:

The candidate will be responsible for Stores & purchase activities of the Institute in terms of both fixed assets and consumables in accordance with the code prescribed and establish necessary control systems for procurement and stores functions. He/ she will responsible for complete purchase process starting from procurement till the distribution and maintenance of Stock and Stock Register including Fixed Asset Register.

Pay and Other Benefits

Pay Scale: Rs. 17,200-39000 (Equivalent to PB2 with grade pay of Rs. 4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 50,000/-(approx.) Additional Increments can be given to suitable candidates.

Promotion: Attractive promotion scheme competent individuals can go up to Deputy General Manager (in PB-3).

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Qualifications and Experience

Essential:

Graduate with 5 years of experience in Stores & Purchase with computer tools such as MS Office, Internet and E-mail etc.

Preference would be given to those having

- Experience of purchase/ imports, experience/ ability to co-ordinate with custom houses/ agents etc.
- knowledge of GFR, tendering process, letter of credits, Bill of Entry and other import related activities etc.
- Excellent Noting/ Drafting skills.
- Good interpersonal and communication skills in English and Hindi (both oral and written).
- Post Graduate qualifications in Science/ Commerce/ MBA.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.

Age Limit: 35 Years

Post Code: 05

Post: Executive Assistant

Nature of Post: 5 years Contract / Deputation, which may be extended based on performance.

Job Description/ Role:

- To provide necessary support to Faculty and other Senior officers of the Institute, make travel arrangements, organizing meetings/interviews, record keeping, tracking, filing and reimbursements, equipment purchase etc.
- To maintain group website and create reports for outreach from the technical material provided
- Liason with internal admin staff and external funding agencies
- Schedule meeting with students, mainiting calendar of the faculty, arranging small internal events like lunch, workshops

Pay and Other Benefits

Pay Scale: Rs. 17,200-39000 (Equivalent to PB2 with grade pay of Rs. 4,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 50,000/-(approx.) Additional Increments can be given to suitable candidates.

Promotion: Attractive promotion scheme competent individuals can go up to Deputy General Manager (in PB-3).

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Essential Qualification & Experience: Graduate with 5 years of relevant experience with computer tools such as MS Office, Internet and E-mail etc.

Preference would be given to those having

- Ability/ experience of arranging meetings, travel arrangements etc.
- Excellent Noting/ Drafting skills.
- Good interpersonal and communication skills in English and Hindi (both oral and written).
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Post Graduate qualifications in Science/ Commerce/ MBA / Arts.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.
- Exposure to some utility for maintain website (e.g. HTML, Drupal, Joomla)
- Experience in creating technical documents
- Experience in outreach using mass communication and social media
- Experience in online transactions (finding the best available price/mode for travel, purchase etc.)

Age Limit: 35 Years

General Information/Condition/Instructions

1. The appointment will be on Contract / Deputation for a period of up to five years, which can be renewed. The age of retirement will be 60 years.
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 institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
4. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The number of posts may increase or decrease at the time of interview / short listing.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. The selected candidates will be expected to join within three months from the offer of appointment.
10. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the **No Objection Certificate** before the interview of OR should send his/ her application **Through Proper Channel.**
11. 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.
12. 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 in around 25 acres in South Delhi at Okhla, Phase III.

How to apply:

The complete application for in the prescribed proforma with names and contact information (email, telephone number) of at least three references by subscribing the name of the post applied, category etc should be sent *by* **January 22, 2013** to The Registrar, IIIT Delhi, Okhla Industrial Estate, Phase-III, New Delhi-110020.