Advertisement for Project Position at IIIT-Delhi

Online applications are invited for the following position at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Govt. of NCT of Delhi:

1. Executive Assistant (CDNM)   : 01 Position

Employment type: Ad-hoc and temporary, initially on one year contract, which can be extended for another year, based on performance.

Qualification & Experiences: Undergraduate in any discipline with 55% marks and 2 years of relevant experience.

Desirable qualification:
Post graduate in any discipline with 55% marks.

Working Days: Five days in a week, may be called during weekends, if required.

Age Limit: 35 years

Key Responsibilities:
- Manage: To provide necessary support to primary stakeholders of the department including faculty, students, and staff
    - In organizing events, meetings, interviews, etc.
    - In taking notes of minutes of meetings, collating, and sharing.
    - For record keeping, tracking, and filing paperwork for reimbursements.
    - In procuring and managing assets and inventory.
    - In budget planning & management of finances.
    - With academics, placement, recruitment, and other important activities for the department.
- Liaison: To be the main point of contact for all internal & external stakeholders, projects, vendors, and any other parties involved with the activity of the department.
- Outreach: To create visibility and enhance brand of department by
    - Regularly collating news from stakeholders.
    - Frequently posting and updating social media, preparing press releases and other similar activities, etc.
    - Maintaining and updating the department websites.

- ○ Creating annual reports and other collaterals for outreach.
- To provide necessary support to staff officials and other senior officers of the Institute.

Preference would be given to those having: -
- Excellent communication skills (Oral and Written) in English and Hindi.
- Excellent Noting/ Drafting skills.
- Good problem-solving skills.
- Ability to quickly learn organization & processes.
- Ability to maintain interpersonal relationships.
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Interest or experience in handling Artificial Intelligence related projects or activities.
- Technical Skills: Fluency with computing systems, website management, Microsoft Office Suite including Excel and Word, Google Docs and Spreadsheet, design related software such as Adobe Illustrator, etc.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.

Salary and Mobile Reimbursement:

Consolidated salary in the range of Rs. 25,000-2000-45,000/-per month, depending on work experience and suitability of the candidate. Fix annual increment at the rate of Rs. 2000/- subject to review of performance within the salary range/scale as above will be given in case contract is extended beyond one year (Equivalent to Scale-2 of temporary positions under Project Heads). In addition to the consolidated salary, the incumbent shall be entitled for mobile reimbursement of   Rs. 500/- per month on production of bills.

General Information/Condition/Instructions
1. The appointment will be purely on ad-hoc and contract basis initially for a period of one year, which can be renewed based on performance and requirements at the Institute.
2. Contract can be terminated by giving one month notice period by either side or salary in lieu of that.
3. Prescribed qualifications are minimum and the mere fact that a candidate possesses 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.
4. Shortlisted candidates will be informed for interviews through e-mails only.

5. The Institute reserves the right to restrict the number of candidates for 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. Number of positions may be increased or decreased depending upon the requirements.
10. The selected candidates will be expected to join within one month from the offer of appointment.

How to apply:

Candidates shall apply online on: www.iiitd.ac.in/careers. The last date for submitting the online applications is 31.08.2021. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)