

Advertisement for the post of Junior Assistant at IIIT-Delhi

Advt. No. 03/2017

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

1. Junior Assistant : 10 Positions

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

Qualifications:

Essential:

Graduate having knowledge of computer applications and MS Office.

Desirable:

Experience in University/educational or research institution and capability of multitasking.

Working days: 05 days a week.

Age Limit: 30 Years

Main Responsibilities:

- Create & Maintain database of the assigned task.
- Proper filing of the documents.
- File movements.
- Other task assigned time to time.

Pay and Other Benefits:

Gross emoluments will be approx. Rs.25, 495 (Equivalent to PB-1 with Grade Pay of Rs.2,000 in Government as per 6th CPC). Gross Emoluments includes DA as per Central Government rates, HRA/ Leased Accommodation, Travel allowances as per applicability. Other benefits will be as per BOG approved norms from time to time.

Note: The Institute is in the process of implementation of recommendations of the 7th CPC, till finalization, Interim relief @ 12.50% will be paid.

General Information/Condition/Instructions

1. The appointment will be on contract for a period of up to five years, which can be renewed based on performance. 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. 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.
3. Shortlisted candidates will be informed for interviews through e-mails 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 any or all the applications without assigning any reasons thereof.
6. 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.
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.
9. Number of vacancies can be increased or decreased.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. 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 also.

How to apply:

Online form at <https://iiitd.ac.in/onlinejobapplications/> may be submitted latest by May 31, 2017 (Wednesday) up to 5 PM.

(Registrar)