



*(A State University set up by IIIT-Delhi Act 2007, by the Govt. of NCT of Delhi)*

## **Advertisement for Non-Academic Post**

**Advt. No. 09/ 2019 dated 9<sup>th</sup> September 2019**

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

1. Junior Manager (Alumni Relationship) : one (01) post

The employment to the above post will be full-time, Regular (initially on a Contract for 5 years and renewable as per Institute guidelines.)

### **Essential Qualification & Experiences**

Post Graduate or equivalent\* with 55% marks and minimum 01 year's relevant experience on annual CTC of 3.5L.

\*Equivalent: All such bachelor degree programs which are having a time duration of 4 years or more.

Desirable:

1. Working experience in university/Education or Research Institution of repute on regular scale.

### **Key Responsibilities**

- Managing alumni relations – organize get together and other events, maintain contact information, gather information, and work with communication office for brochures and fliers, adding alumni stories.
- Manage Alumni website/portal, social media properties, and drive alumni engagement through them.
- Facilitate alumni visits and other engagements.
- Alumni award program, identify alumni representatives for committees like senate.
- Alumni mentorship programs for students of IIIT-D.
- Arrange alumni meetings during the visit of faculty to other cities.
- To be responsible, in consultation with the Dean of Alumni and Communications and other relevant individuals, for developing and implementing the University's Alumni Relations strategy.
- To plan and process various fundraising activities.
- Managing accounts of Alumni Office (Budget, Payments & Receipt).

- Collaborates with other office staff on programs which engage alumni through multiple channels such as academic and placements etc.
- Develops, sustains, and strengthens alumni chapters which focus on establishing and maintaining connections through academic/degree programs.
- Any other responsibility as assigned by the Dean/Competent Authority.

### Desirable Skill & Experience:

- Outstanding written and oral communication skills.
- Outstanding interpersonal skills: with the proven ability to establish and maintain positive relationships with a wide range of people including the ability to motivate and manage senior-level volunteers.
- Flexible approach to work and willingness to be flexible over working hours when required (occasionally to work at evenings or weekends to communicate with the Alumni outside India).
- An articulate and confident manner in order to develop good relationships with, and motivate current students and volunteers to act as ambassadors on behalf of the University.
- A strong belief in the importance of universities to society, coupled with an acceptance of the importance of diversifying the funding base of these institutions, particularly with philanthropic support.
- Highly motivated, able to work independently.
- Strong analytical, IT and administrative skills including experience in a database manipulation and website maintenance.
- Good hand in MS Office.
- Event management.
- Experience in a fundraising environment or team.
- Knowledge and experience of the Higher Education sector.

### Pay and Other Benefits

S. No.	Title of Post	Level (7 <sup>th</sup> PC)	Initial Basic Pay	Monthly CTC (Approx.)
1.	Junior Manager (Alumni Relationship)	4	25,500/-	Rs.55,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, PDA & such other benefits applicable from time to time.

#### Note:

1. Qualification, age and experience/s will be reckoned as on last date for this advertisement.

## General Information/ Conditions/ Instructions

1. Age limit:
  - a. The maximum age limit for Junior Manager is 30 years.
2. All the appointment will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per institute regulations. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing 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 through any means.
4. Shortlisted candidates will be informed for written test/ interviews through e-mails only.
5. The Institute reserves the right to restrict the number of candidates for written test/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. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
11. Number of positions may be increased or decreased depending upon the requirements’.
12. The selected candidates will be expected to join within one month from the offer of appointment.
13. 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.

## Application Fee:

Candidates (Other than SC, ST, PWD and Internal candidates) are required to pay a non-refundable application fee of Rs. 118/- (Rupees One Hundred and Eighteen only) through Demand Draft drawn in favour of “IIIT Delhi Collections” payable at New Delhi. Also write your name (in capital letters) and DOB on the back side of the DD.

## How to apply:

Candidates shall apply online on: [www.iiitd.ac.in](http://www.iiitd.ac.in) and send their application form along with Demand Draft at below mentioned address . The last date for receiving applications is 30<sup>th</sup> September 2019 by 5 PM. Incomplete application or if received after closing date will be summarily rejected. Candidates shall clearly mention the “Name of the post applied for” on the top of the envelope.

The Registrar, Indraprastha Institute of Information Technology, Delhi, Okhla Industrial Estate  
Phase III, New Delhi-110020.

(Registrar)