ADVERTISEMENT NO. E-II/20/2019 (W)

Applications on the prescribed form are invited from the Indian Nationals for filling-up of 01 post of Senior Executive Officer on purely contract basis for Development Office, Alumni Affairs and International Programmes, IIT Delhi. The appointment may be made for a period of 03 years, but subject to renewal after every one year on the basis of the appraisal and recommendations by the Committee constituted for the purpose by the Dean (AA&IP). The incumbent will also be entitled for 10% increase in his/her consolidated salary of his/her previous year, if so recommended by the said committee after each renewal indicated above:

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<th>Post</th>
<th>Consolidated Salary</th>
<th>Age Limit</th>
<th>Minimum Qualification / Experience</th>
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<td>Senior Executive Officer (01 post)</td>
<td>Rs. 90,000 – 1,20,000 /- per month depending upon his/her educational qualification, experience and suitability for the post as judged and recommended by the Selection Committee.</td>
<td>Not above 40 years</td>
<td><strong>Educational Qualification:</strong>&lt;br&gt;Post Graduate in any discipline. Candidates with a PG Degree in Management, Journalism or Public relations will be preferred.</td>
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<td><strong>Experience:</strong>&lt;br&gt;1. At least 12 years of work experience, out of which 03 years should be in a leadership role handling a team of at least 10 employees.&lt;br&gt;2. Experience of working in a reputed University.&lt;br&gt;3. Strategizing and executing advertising campaigns through print Media, Digital and Social Media Marketing.&lt;br&gt;4. Preparation of brief for the campaign to showcase the USP of the Institute.&lt;br&gt;5. Liaison with universities abroad and with embassy officials in India for encouraging educational exchanges with top universities.&lt;br&gt;6. Planning and budgeting of student/faculty acquisition and other related activities.&lt;br&gt;7. Organizing visits of foreign faculty and other Intl. delegations for the purpose of increased Internationalization including activities like accommodation etc.&lt;br&gt;8. Travel planning for Senior Management.&lt;br&gt;9. Establishment of memorandum of understanding with companies and universities.</td>
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The candidate must have excellent oral and written communication skills, should be able to independently handle communications with stakeholders under general guidelines from the Senior Management and should be skilled at using Microsoft Office etc. The official should be able to adequately represent the Institute before distinguished audience / senior representatives of universities and embassies.

**GENERAL INSTRUCTIONS:-**

1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate will be entertained, once the application is received at IIT Delhi.

3) There may be a Written Test to shortlist the candidates and only those who will qualify the Written Test, as per the decision of Competent Authority, may be shortlisted for Interview.

4) Fulfillment of qualifications and experience is an essential requirement. The Institute is free to set the benchmark and call only the eligible candidates for the Written Test/ Interview. Further, IIT Delhi also reserves the right NOT to fill the post advertised, in the event or exigency so decided.

5) Please note that this is purely a temporary arrangement and appearance in the Written Test/ Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment of IIT Delhi.

6) The application form without self attested copies of all relevant certificates (both experience and education) may be rejected.

7) Immediate joinee will be preferred.

8) No T.A/ D.A will be paid for attending the Written Test/ Interview.

9) The candidates fulfilling the above eligibility criteria may submit their application on the prescribed Application Form along with testimonials; and latest passport size photograph to Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016. The specimen of “Application Form” is also available on the Website of IIT Delhi <www.iitd.ac.in> (Please see column Jobs@IITDelhi, under the heading non-academic).

10) The last date of receipt of completed application form is 03.07.2019.

11) Incomplete applications will be summarily rejected.

Asstt. Registrar
(Rectt. Cell)

DISTRIBUTION
1. Institute Website
2. Notice Boards of IIT Delhi
3. Dean, Alumni Affairs & International Programmes
4. Secretary to Dy. Director (Operations)
5. Secretary to Registrar