

Indraprastha Institute of Information Technology, Delhi
(A State University established by Govt. of NCT Delhi)

Advt no. 2/2009

Indraprastha Institute of Information Technology, Delhi (IIIT-D) functioning from its Transit Campus at NSIT, Dwarka invites applications for the post of “**Public Relations-cum-Liaison Officer**” (on a consolidated salary) from those who had retired from the Govt. of NCT Delhi.

Consolidated Emoluments: to be decided suitably based on the profile and individual’s aptitude.

Job Profile:

- The job includes, but is not limited to the following:
1. Be the main interface between the IIIT-D and all external agencies.
 2. Liaisoning with various statutory bodies and local authorities such as Govt. of NCT, Department of Training & Technical Education, Finance, Land and Revenue authorities including SDM Office, Police, Jal Board, Electricity, MCD and other local bodies, for ensuring smooth functioning of all facets institutional activities and also for other PRO works with any other agencies/ authorities.
 3. Developing and review of the legal and statutory documents for the Institute as may be required from time to time.
 4. The contract will be initially for a period of one year. However, may be considered for review based on performance.

Detailed Resume containing (a) Personal data (b) details of education (c) Experience details in different areas along with nature of duties (d) Any relevant information (e) Names, Contact address, e-mail ids of at least two references should be sent latest by **15th October 2009** to The Registrar, Indraprastha Institute of Information Technology, Delhi (IIIT-D), NSIT Campus, Sector-3, Dwarka, New Delhi or e-mail to recruitment@iiitd.ac.in.