



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

ESTABLISHMENT SECTION

INTERNAL PROMOTIONAL VACANCY IN ADMINISTRATIVE CADRE

Advt. No. NT-P/2025/01

Date: April 21, 2025

IIIT Allahabad is an Institute of National Importance declared under the act of Parliament to provide for Education and Research in IT focused and allied branches of Engineering, Technology, Applied Sciences & Management Studies. The Institute is in search of suitable internal candidate for appointment on the following promotional post:

Sl. No.	Name of the Post	Total no. of Promotional Vacancy	Category	Pay Matrix Level as per 7 th CPC
1	Deputy Registrar	01	UR	Level-12
	Total Post	01		

Maximum Age Limit (Group/Post-wise)	'A'	Sl. No. 1	No Age Bar
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Mode of Appointments: Sl. No. 1 - Permanent

The essential qualification and experience for the above post is as under:

Post : Deputy Registrar [01-Position]					
1	<table border="1"><tr><td>Essential Qualification with Experience</td><td>08 years administrative experience as Assistant Registrar in PB-3 with GP Rs. 5400 / or Pay Matrix Level-10 as per 7th CPC.</td></tr><tr><td>Desirable Qualification & Experience</td><td>(i) Degree in Management, Law (LLB), or Finance. (ii) Knowledge of Computer and e-governance. (iii) Experience in handling Administrative / Legal / Finance / Store & Purchase / Establishment matters.</td></tr></table>	Essential Qualification with Experience	08 years administrative experience as Assistant Registrar in PB-3 with GP Rs. 5400 / or Pay Matrix Level-10 as per 7 th CPC.	Desirable Qualification & Experience	(i) Degree in Management, Law (LLB), or Finance. (ii) Knowledge of Computer and e-governance. (iii) Experience in handling Administrative / Legal / Finance / Store & Purchase / Establishment matters.
Essential Qualification with Experience	08 years administrative experience as Assistant Registrar in PB-3 with GP Rs. 5400 / or Pay Matrix Level-10 as per 7 th CPC.				
Desirable Qualification & Experience	(i) Degree in Management, Law (LLB), or Finance. (ii) Knowledge of Computer and e-governance. (iii) Experience in handling Administrative / Legal / Finance / Store & Purchase / Establishment matters.				

GENERAL INSTRUCTIONS TO THE CANDIDATES

- (a) The Institute reserves its right to place a reasonable limit by putting a certain criteria on the total number of candidates to be called for written test / Interview.
(b) Merely fulfillment of qualifications does not entitle a candidate to be called for written test / interview.
(c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason at any stage of recruitment process and its decision in this regard shall be final.
- Candidates must ensure that they are eligible according to the criteria stipulated in the advertisement before applying. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever.
- The SC/ST and OBCs-NCL are required to attach a copy of the Caste Certificate with the application in the format prescribed by the Govt. of India.
- Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given above of this advertisement, if suitable PwDs are available.
- The Institute reserves the right to assign / transfer the selected candidates to any section/department within the Institute.
- The Institute reserves the right to relax any of the qualifications / experience in exceptional cases.
- The date of determining the eligibility of all candidates in every respect shall be the normal **closing date of Advertisement.**

8. The selection criteria will be decided by the selection committee, which will be informed to the candidates in advance.
9. (a) Internal correspondence will not be entertained or replied to.
(b) Any attempt to influence will lead to disqualification of candidature.
10. (a) The candidates are required to fill the enclosed form and attach all the relevant self attested documents along with the application form.
(b) The complete application along with all relevant supporting documents duly self attested must be sent to the Joint Registrar (Estt.), Establishment Section, Admin. Extension Block-II, East Wing, IIIT Allahabad on or before **May 05, 2025 till 05:00 pm** by hand. The envelope containing complete application should be superscribed as "Application for the post of".
(c) Incomplete applications or without relevant supporting enclosures or if received after closing date, i.e. **May 05, 2025 till 05:00 pm**, will be summarily rejected.
11. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIIT Allahabad, shall be final.
12. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Allahabad and courts/tribunals/forums at Allahabad only shall have sole and exclusive jurisdiction to try and such cause / dispute.

Copy forwarded to:

- (a) Director - For kind information please
- (b) Joint Registrar (Estt.)
- (c) Notice Board / Institute Website.

Registrar

Indian Institute of Information Technology Allahabad

12. Tick-mark the appropriate box if you belong to reserved category

(Please attach necessary caste certificate issued by an authorized officer only.)

SC ST OBC GEN PH

13. Academic Record starting with Secondary Education (Please attach photocopies of degree/certificate)

Examination	Branch/ Specialization	College/University /Institute	Year	Percentage /Grade	Class/ Division

14. Employment: [particular of your past position (s)] at IIIT Allahabad

Employer	Position held	Date of Joining	End Date	Pay Matrix Level as per 7 th CPC

Certified that the information furnished above are correct to the best of my knowledge. In the event, any information found to be incorrect, my candidature should be cancelled be it at any stage.

Date:.....

Signature of Applicant

Name of Employee:

Forwarded by Head/Section In-charge

(Completed application *duly forwarded by Head/Section in-charge* should be submitted to the office of Joint Registrar (Estt.) on or before **May 05, 2025** up-to 05:00 pm).