



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

## ESTABLISHMENT SECTION

### VACANCIES IN ADMINISTRATIVE CADRE

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**Advt. No. Estt./Open Recruit/Reg-02/2023**

**Date 5<sup>th</sup> October 2023**

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 Indian National for appointment on the following posts:

Sl. No.	Name of the Post (s)	No. of Vacancies						Pay Matrix Level (as per 7 <sup>th</sup> CPC)
		SC	ST	OBC (NCL)	UR	PwD	Total	
1	Deputy Registrar	01	-	-	-	-	01	Level-12
2	Junior Superintendent	-	-	01	-	-	01	Level-6
<b>Total</b>		<b>01</b>	<b>0</b>	<b>01</b>	<b>0</b>	<b>0</b>	<b>02</b>	

Other than the total salary (which includes Pay in the Pay Matrix Level, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible for above posts.

Maximum Age Limit (Group/Post-wise)	Group A	Sl. No. 1	55 years
		Group B	Sl. No. 2

- Relaxation in upper age limit will be available to reserved categories as per Gol.
- All contract employees of IIIT Allahabad educationally qualified and otherwise eligible can be considered for the recruitment up-to a maximum age of 55 years.
- Age limit prescribed for the posts are not applicable for regular employees of IIIT Allahabad.

**Mode of Appointments:** Sl. No. 1 & 2 - Permanent

The essential, desirable qualifications and experience for the above post(s), as per serial number, are as under:

1	<b>Post : Deputy Registrar[01-SC]</b>	
	Essential	<b>Qualification:</b> A Post Graduate Degree with at least 55% marks or its equivalent. <b>Experience:</b> i) 05 years administrative experience in a post carrying pay matrix level-10 (as per 7 <sup>th</sup> CPC) or equivalent in Government / Government Research Establishments / Universities / Statutory Organizations / Organization of high repute.
	Desirable	i) Degree in Management or LLB, Knowledge of Computer, experience of e-governance. ii) Experience in handling Administrative/Legal/Finance/Store & Purchase/ Establishment matters.
2	<b>Post : Junior Superintendent [01-OBC (NCL)]</b>	
	Essential	<b>Qualification:</b> First class Bachelor's degree. <b>Experience:</b> At least 06 years of experience in handling Establishment / Store & Purchase / Legal / Academic / Finance & Accounts etc.
	Desirable	Experience in Academic Institute/Universities will be preferred.

### GENERAL INSTRUCTIONS TO THE CANDIDATES

1. 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.
2. (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 / computer test / skill test / presentation / seminar / interview.  
(b) Merely fulfillment of qualifications does not entitle a candidate to be called for the written test / computer test / skill test / presentation / seminar / interview.  
(c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part at any stage of recruitment process without assigning any reason and its decision in this regard shall be final.

3. (a) 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,**  
 (b) **OBC (Non-Creamy Layer) Certificate shall be obtained and submitted by the candidate issued on or after 01.04.2023.**  
 (c) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC and PwDs. Central Govt. approved list of SC, ST and OBC categories as applicable at IIIT Allahabad.
4. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. 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.
5. Candidates desirous of applying for more than one post should submit separate application for each post along with requisite application fees.
6. The Institute reserves the right to assign / transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
7. (a) The Institute reserves the right to relax any of the qualifications / experience in exceptional cases.  
 (b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).  
 (c) Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs/STs.
8. The date of determining the eligibility of all candidates in every respect shall be the normal closing date of Advt.
9. The selection process will consist of:
  - (i) Written Test / Presentation / Seminar and Interview for Sl. No. 1.
  - (ii) Written Test and / or Computer Test and / or Skill Test for Sl. No. 2.
10. Those candidates who will be shortlisted for the interview will be paid to & fro journey fare by direct shortest route on submission of tickets in original as under:
 

<b>Group-A post at Sl. No. 1</b>	<b>AC-III (Rajdhani Exp. Also) / Chair Car in Shatabdi Exp.</b>
<b>Group-B post at Sl. No. 2</b>	<b>No TA/DA will be paid.</b>
11. (a) The applicants shall be required to pay following application fee through the options of net banking and debit/credit cards, etc. In addition to application fee; 18% GST is also chargeable on application fees.
 

<b>Group-A posts at Sl. Nos. 1</b>	<b>Rs. 1180/- (including GST)</b>
<b>Group-B posts at Sl. No. 2</b>	<b>Rs. 944/- (including GST)</b>

**Note: Candidates belonging to SC / ST / Pwd & Ex-Serviceman will not require to pay any application fees.**

 (b) The fee once paid will not be refunded or re-adjusted under any circumstances.  
 (c) No other mode of payment will be accepted except online payment; and such applications will be rejected forthright and the payment made shall stand forfeited.
12. **All the candidates who had applied earlier for the post of Deputy Registrar and were shortlisted for the interview against the advt. no. Estt./OpenRecruit /Reg-02/2021 dated July 27, 2021 will be considered but they need to apply afresh, however, with the exemption from payment of fees.**
13. (a) The candidates are required to apply **ONLINE** only from 10:00 a.m. on **06/10/23 to 05/11/2023** up to the midnight of 23:59 hrs. **Written or typed applications sent in hard copies only, shall not be entertained in any case.**  
 (b) For submission of application through online mode, please visit Institute's website:  
**<https://apply.iiita.ac.in/application/authenticate/nonteachingjob/>**  
 (c) The print out of completed applications along with all relevant supporting documents duly self attested must reach the Institute on or before 10/11/2023 through Speed Post or Registered Post.  
 (d) Incomplete applications or without relevant supporting enclosures or if received after closing date, i.e. 10/11/2023 will be summarily rejected and no further query will be entertained.  
 (e) Person serving in Govt./ Semi-Govt. / PSUs / IIITA should also apply online and send the print out of completed application form along with all relevant supporting documents and transaction slip with date, duly self attested, THROUGH PROPER CHANNEL. However, they may produce the NOC from their organizations at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her, (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected. List of Major/Minor penalties, if any, imposed during the last 10 years may be asked to submit at any time. Such persons are also advised to send an advance copy of their application, if applicable.

- (f) The envelope containing complete application should be superscribed as **“Application for the post of ‘Dy. Registrar’ or ‘Jr.Suptd’** and must be sent to **Joint Registrar (Estt.), Establishment Section, Administration Extension-II Building, East Wing, IIIT Allahabad, Deoghat Jhalwa, Prayagraj - 211015 (U.P.) INDIA.**
14. (a) Institute will not be responsible for any postal delay.  
(b) Interim correspondence will not be entertained or replied to.  
(c) Any attempt to influence will lead to disqualification of candidature.
15. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIIT Allahabad, shall be final.
16. 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 Prayagraj and courts/tribunals/forums at Prayagraj only shall have sole and exclusive jurisdiction to try and such cause /dispute.

**In case of any difficulty on filling online application form, please contact the following officials: 0532-2922042 ([abhinaba@iiita.ac.in](mailto:abhinaba@iiita.ac.in))**

**Copy forwarded to:**

- (a) Directorate  
(b) Notice Board  
(c) Institute Website

**Registrar(Act.)**