



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

ESTABLISHMENT SECTION

VACANCIES IN ADMINISTRATIVE AND TECHNICAL CADRE

Advt. No. Estt./OpenRecruit/Reg-01/2018

IIIT Allahabad is an Institute of national importance declared under the act of Parliament to provide for Education and Research in various branches of Engineering, Technology & 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 Band / Scale / Grade Pay
		SC	ST	OBC	UR	PwD	Total	
1	Registrar *	-	-	-	01	-	01	PB-4 / 37,400 - 67000 / GP - 10,000
2	Deputy Registrar (Library)	-	-	-	01	-	01	PB-3 / 15,600 - 39,100 / GP - 7,600
3	Technical Officer (SS)**	-	-	-	01	-	01	PB-3 / 15,600 - 39,100 / GP - 6,600
4	Executive Engineer(Civil) **	-	-	-	01	-	01	PB-3 / 15,600 - 39,100 / GP - 6,600
5	Assistant Registrar (Audit)	01	-	-	-	-	01	PB-3 / 15,600 - 39,100 / GP - 5,400
6	Junior Technical Superintendent	01	-	-	01	-	02	PB-2 / 9,300 - 34,800 / GP - 4,200
Total		02	0	0	05	0	07	

Other than the total salary (which includes Pay in the Pay Band, Grade Pay, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible for above posts. All the above Pay Band/Scale & Grade Pay are as per 6th CPC. Likely to be revised.

Maximum age limit		Sl. No. 1	59 years	Including age relaxation, wherever applicable.
(Group/Post-wise)	'A'	Sl. No. 2		55 years
		Sl. Nos. 3-5		45 years
		Sl. No. 6		32 years
	'B'	Sl. No. 6		32 years

- Relaxation in upper age limit will be available to reserved categories as per GOI.
- Age Limits prescribed for the posts are not applicable for regular employees of the Institute.
- For all contractual employees who have rendered more than or equal to 05 years continuous service to the Institute be given age relaxation up to 55 years as on the last date of receipt of application.

Mode of Appointments:

- *Sl. No. 1 - On Contract / Deputation for 03 years which can further be extended up to a total of 05 years or till attaining the age of 62 years whichever is earlier or as fixed by GOI by orders issued in this regard from time to time.
- **Sl. No.3 and 4 - On Contract/Deputation for a period of 3 years only.
- Sl. No 2,5 and 6 - Permanent

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

1	Post : Registrar [01-UR]	
	Essential	<p>Qualification: A Postgraduate degree with at least 55% marks or its equivalent grade.</p> <p>Experience: At least 15 year's of experience as Assistant Professor In AGP of Rs. 7000/- and above or 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</p> <p>or</p> <p>15 years of administrative experience, of which 08 years as Deputy Registrar in GP 7600/- or an equivalent post.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for Educational qualification and experience prescribed above.</p>
	Desirable	<p>i) Ph.D. Degree in Engineering/Technology/Management from a reputed Institution.</p> <p>ii) Familiarity with administrative practices, financial matter, human resource management, statutory functions and academic activities at autonomous educational Institutes.</p>
2	Post : Deputy Registrar (Library) [01-UR]	
	Essential	<p>Qualification: Master's Degree in Library Science / Information Science/ Documentation with at least 55% marks or its equivalent and a consistently good academic record.</p> <p>Experience: i) 08 years experience as an Assistant Librarian / Librarian of reputed institute.</p> <p>ii) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</p>

	Desirable	i) An M. Phil./Ph.D. Degree in Library Science / Information Science/ Documentation/ Archives and manuscript-keeping/computerization of Library. ii) The candidates should possess API score as per UGC guidelines 2010 wherever applicable.
3	Post : Technical Officer (SS) [01-Position]	
	Essential	Qualification: MCA/MSc. Computer Science/BE/B.Tech. in Computer Sc. & Eng./Computer technology of a recognized University or equivalent. Experience: 08 years experience as a Technical Officer, PB-3, GP 5400 in the area of System Design/Analysis/Data Processing, out of which at least 2 years experience should be in programming.
	Desirable	(i) Experience of System/Database/Network analysis, development and administration. (ii) Good command on Java, JSP etc.
4	Post : Executive Engineer [01-Position] (Civil)	
	Essential	Qualification: B.E. /B.Tech. (Civil) Experience: 08 years of experience as Assistant Executive Engineer in PB-3 with GP-5400.
	Desirable	Candidate should have a good knowledge of preparation of estimate, tender documents, award of work for construction of multistoried building, maintenance of residential/ Institutional campus as per CPWD/PWD norms and other associated issues related with the building and construction and good experience to monitor the quality of work including sanitary and plumbing works.
	Post : Assistant Registrar (Audit)[01-SC]	
5	Essential	Qualification: A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.
	Desirable	SAS Passed. Having experience of at least 08 years on the grade pay of Rs. 4600/4800 in audit related matters Experience: Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishment matters.
	Post : Junior Technical Superintendent[01-SC & 01-UR]	
6	Essential	Qualification: Degree in B.E. / B.Tech in Computer Science/Information Technology/Electronics & Communication Engineering or M.Sc. (I.T./C.S.) / MCA Experience: 05 years of Experience in relevant field.
	Desirable	Preference will be given who have 05 years relevant experience in GP 2800 in Institute/University of Higher Learning

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given on 1st page 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 / interview.
(b) Merely fulfillment of qualifications does not entitle a candidate to be called for test or 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 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) 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.
(c) Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
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 fee.
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 relax-able 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 Advertisement.
9. The selection process will consist of:
 - (i) Presentation/Seminar & Interview for Sl. No. 1
 - (ii) Presentation and Interview for Sl. Nos. 2 to 5 OR any other selection process decided by the Competent Authority which will be intimated in call letter.
 - (iii) Written Test and/or Computer Test and Skill Test or any other selection criteria method as decided by Competent Authority of the Institute for Sl. No. 6.
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:

Group-A posts at Sl. No. 1	AC-II (Rajdhani Exp. Also) / Chair car in Shatabdi Exp.
Group-A posts at Sl. Nos. 2 to 5	AC-III (Rajdhani Exp. Also) / Chair car in Shatabdi Exp.
Group-B posts at Sl. Nos. 6	Sleeper Class
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, the banks will also charge transaction fee + service tax.

Group-A posts at Sl. Nos. 1 to 5	Rs. 1000/-
Group-B posts at Sl. No. 6	Rs. 500/-

 (b) The fee once paid will not be refunded or re-adjusted under any circumstances.
 (c) SC/ST/PwDs are exempted to pay application fee. The Female candidates are required to pay **half of the application fees** as mentioned above.
 (d) 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. (a) Institute will not be responsible for any postal delay.
(b) Intern correspondence will not be entertained or replied to.
(c) Any attempt to influence will lead to disqualification of candidature.
13. (a) The candidates are required to apply **ONLINE** only from 10:00 a.m. on **8th January, 2018** to **20th February, 2018** up to the midnight of 23:59 hrs. The applications sent in hard copies shall not be entertained in any case.
(b) For submission of application through online mode, please visit Institute's website:
<https://recruitment.iiita.ac.in/nonteachingjob/>.
(c) The printout of completed application along with all relevant supporting documents duly self attested must reach the Institute on **or before 28th February, 2018** through Speed Post or Registered Post.
(d) Incomplete application or without relevant supporting enclosures or if received after closing date, i.e. **February 28, 2018**, will be summarily rejected.
(e) Person serving in Govt./ Semi-Govt. / PSUs 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 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" and must be sent to **Deputy Registrar, Establishment Section, Administration Building, IIIT Allahabad - 211015 (U.P.) INDIA.**

14. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIIT Allahabad, shall be final.
15. 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.

In case of any difficulty on filling online application form, please contact the following officials: 0532-2922617 (pksaini@iiita.ac.in) & 0532-2922042 (abhinaba@iiita.ac.in)

(Registrar)

Advt. No. Estt./OpenRecruit/Reg-01/2018

January 4, 2018

Copy forwarded to:

- (a) Directorate
- (b) All HoDs/Deans/DR's
- (c) Notice Board
- (d) Institute Website