



### RECRUITMENT NOTICE FOR NON-TEACHING POSITIONS

Advt. No.: IIITN/ADMIN/NTSR/2019-20/002

Date: 18/02/2020

Indian Institute of Information Technology, Nagpur (IIITN), which is established under Public-Private Partnership Scheme by Ministry of Human Resource Development, Government of India, is an “Institution of National Importance” under the provisions of Indian Institute of Information Technology (Public-Private Partnership) Act, 2017.

IIIT, Nagpur is offering Under Graduate and PhD Programmes in Computer Science & Engineering (CSE) and Electronics & Communication Engineering (ECE) Courses.

The Institute will be shortly shifting to its state-of-the-art Permanent Campus proposed to be developed on sprawling 100 Acres of land at Village Waranga near Butibori in Nagpur District.

The Institute is looking for dedicated and committed Indian Nationals to fill up the following vacancies on regular basis with probation or on deputation/short term contract with a provision for subsequent permanent absorption:

Sr. No.	Name of the Post	Group	Pay Level	No. of Vacancies					
				SC	ST	OBC - NCL	UR	EWS	Total
1	Junior Superintendent (Training & Placement)	B	6	-	-	-	1	-	1
2	Junior Superintendent (Administration)	B	6	-	-	1	-	-	1
3	Junior Engineer (Civil)	B	6	1	-	-	-	-	1
4	Laboratory Assistant	C	3	-	-	1	1	1	3
Total				1	0	2	2	1	6

- Note: -
1. In all the posts, preference shall be given to Person with Disability (PwD) Candidate if otherwise found suitable.
  2. The total salary includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA/Accommodation and NPS-Employer's contribution as per GOI rules from time to time.

For further details on submission of applications for the above Non-Teaching Posts, please visit Institute's Website [www.iiitn.ac.in](http://www.iiitn.ac.in). The last date for submission of application is 11/03/2020 up to 1700 Hrs.

**Note:** Any corrigendum/changes/updates shall be made available only on the Institute's Website viz. [www.iiitn.ac.in](http://www.iiitn.ac.in). The candidates are advised to keep on watching the Institute's Website for any information / updates on the Recruitment Process.

Place: Nagpur

Date: 18/02/2020

**DIRECTOR**

**Minimum Qualifications & Experience:**

The details of essential qualifications, experience and other criteria for selection are as under:

<b>Name of Post/Cadre</b>	<b>Junior Superintendent (Training &amp; Placement)</b>
Pay Level as per 7 <sup>th</sup> CPC	6 <sup>th</sup>
Pay Matrix as per 7 <sup>th</sup> CPC	Rs. 35,400-Rs. 1,12,400/- (Initial Pay = Rs. 35,400/-)
No. of Post	1 (UR)
Age Limit for Direct Recruitment	32 Years
Qualifications & Experience	First Class Bachelors Degree or Masters Degree with minimum 55% marks and with minimum 6 Years experience in relevant areas.
Desirable Experience	Experience in the field of HR and/or Training & Placement Department of Academic Institute of repute, experience in providing soft skill training & good communication skills.

<b>Name of Post/Cadre</b>	<b>Junior Superintendent (Administration)</b>
Pay Level as per 7 <sup>th</sup> CPC	6 <sup>th</sup>
Pay Matrix as per 7 <sup>th</sup> CPC	Rs. 35,400-Rs. 1,12,400/- (Initial Pay = Rs. 35,400/-)
No. of Post	1 (OBC - NCL)
Age Limit for Direct Recruitment	32 Years
Qualifications & Experience	First Class Bachelors Degree or Masters Degree with minimum 55% marks and minimum 6 Years experience in relevant areas like General Administration, Hostel Management, Stores & Purchase & Estate Management.
Desirable Experience	Experience in above area in Academic Institute of repute.

<b>Name of Post/Cadre</b>	<b>Junior Engineer (Civil)</b>
Pay Level as per 7 <sup>th</sup> CPC	6 <sup>th</sup>
Pay Matrix as per 7 <sup>th</sup> CPC	Rs. 35,400-Rs. 1,12,400/- (Initial Pay = Rs. 35,400/-)
No. of Post	1 (SC)
Age Limit for Direct Recruitment	32 Years
Qualifications & Experience	Degree in Engineering in Civil with minimum 2 Years experience in relevant field. OR Diploma in Civil Engineering with minimum 5 Years experience in relevant field.
Desirable Experience	Experience in Construction Site Monitoring & Supervision, Civil Repairs & Maintenance, Estimation & Billing.

<b>Name of Post/Cadre</b>	<b>Laboratory Assistant</b>
Pay Level as per 7 <sup>th</sup> CPC	3 <sup>rd</sup>
Pay Matrix as per 7 <sup>th</sup> CPC	Rs. 21,700-Rs. 69,100/- (Initial Pay = Rs. 21,700/-)
No. of Post(s)	3 (OBC – NCL = 1, UR = 1 & EWS = 1)
Age Limit for Direct Recruitment	27 Years
Qualifications	Graduation (B.Tech / B.E) in Computer Science & Engineering, Information Technology, Electronics & Communication Engineering from recognized University / Institute.
Desirable Experience	Should poses skills like soldering, circuit repairing, maintenance of electronics equipment & computers/projects, Handling of Computer Network & Server Maintenance etc.

**General Information & Instructions:**

1. The Institute reserves the right to reject any/all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
2. The Institute reserves the right to increase or decrease the number of posts to be filled as per the sole discretion of the Director, IIITN.
3. No TA/DA and/or Lodging/Boarding will be paid for attending the Written Test/Interview. As the Institute is operating from its Makeshift Campus, no accommodation shall be provided.
4. The applications are to be filled in hard copies and only in the prescribed format of the Institute attached as **Annexure – 1**.
5. The Application Form shall not be supplied on postal request. The candidates are advised to download the same from Institute Website viz. [www.iiitn.ac.in](http://www.iiitn.ac.in). The duly completed Application Form along with the enclosures (Self Attested Photocopies of all the listed / relevant documents) to be sent by Speed / Registered Post to:

**The I/c Registrar,  
Indian Institute of Information Technology, Nagpur  
BSNL RTTC, Near TV Tower, Beside Balaji Temple,  
Seminary Hills, Nagpur - 440006, Maharashtra  
Ph No: 091-0712-2985010**

6. All applications which are not in prescribed form / without relevant supporting enclosures / received after the last date / without application fees will be out rightly rejected. No correspondence shall be entertained in this regard.
7. Institute will not be responsible under any circumstances for any sort of postal delay/loss of the application form. Interim correspondences/enquiries shall not be entertained or replied to.
8. Candidates have to make sure that they are fully eligible for any particular post, they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a later stage of recruitment process.
9. Candidates are advised to fill the information carefully in the application form. Institute will neither be responsible for any wrong information furnished by the candidate(s) nor accept any subsequent requests for making any corrections. The candidate(s) shall be solely responsible for the information filled in the online application form. No change/deviation, whatsoever, will be entertained.
10. The candidates are required to have at least one working email and mobile number which will be used during the entire selection process for communication, if required.
11. Any modification/correction/addition etc. if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.

12. Candidates serving in Govt. / Semi Govt. / PSUs / Universities / Centrally Funded Educational Institutions / Institutes of National Importance / Private Institutions should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE from the Competent Authority at the time of interview. They can, however, send advance copy of Application Form within specified time. Without NOC Candidate may not be allowed to attend the Interview. Decision of the Director, IIITN shall be final in this respect.
13. The date for determining eligibility of candidates in every respect shall be the closing date for receipt of Application Forms.
14. In case conversion of CGPA / SGPA is involved for deciding the eligibility, the candidates are required to submit the formula / supporting documents for the same.
15. The Institute reserves the right to set higher norms than minimum while short listing taking into account the specific requirements of the Institute. The short listing norms may not be uniform across all the posts and shall be binding on the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants. Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.
16. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed format with requisite application fees along with each application.
17. The list of short listed candidates shall be displayed on the Institute Website. No separate communication regarding eligibility, short listing, written test as well as interview shall be sent. Candidates are advised to visit the IIITN website [www.iiitn.ac.in](http://www.iiitn.ac.in) regularly. No correspondence regarding reasons for not short listing the candidate shall be entertained. The decision of the Screening Committee shall be final in all respect.
18. In case of any inadvertent mistake in the process of selection detected at any stage even after the issue of Appointment Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
19. The Institute shall verify the antecedents and documents submitted by a candidate at the time of appointment or at any time during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees at their cost of consequence.
20. The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC-NCL/EWS and PwDs. Only Central Govt. approved list of SC, ST and OBC- NCL categories is applicable at IIIT, Nagpur.
21. OBC candidates under creamy-layer will not get the advantage of reservation under OBC-NCL category.
22. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
23. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the Selection Committee.

#### **24. Age Relaxation:**

- a) Upper age limit shall be determined as on last date (Closing Date) of the submission of application.
- b) Date of Birth as recorded in the Matriculation / Secondary Examination Certificate will only be accepted for determining the age and no subsequent request for change will be considered or granted.
- c) In accordance with the approval granted in the 6<sup>th</sup> Meeting of the Board of Governors of IIIT, Nagpur held on 6<sup>th</sup> June 2019, one time age relaxation for the adhoc / temporary / contract basis employees working with IIITN shall be available subject to following conditions:
  - i. The adhoc / temporary / contract basis employees should have served the Institute for at least 1 year as per the last date of receipt of application.
  - ii. The relaxation in the age shall be not more than the age of the Institution i.e. 4 years for the respective posts with respective eligibility criterion as per rules.
- d) The age limit mentioned against each post in the advertisement is with reference to the unreserved vacancies, there will be relaxation as per the standard rules of Government of India.

#### **25. Contract Period & Termination:**

1. The vacancies shall be filled on regular basis with probation or on deputation/short term contract with a provision for subsequent permanent absorption.
2. The selected candidate(s) will be appointed on initial contract period of 5 Years with a provision for permanent absorption / confirmation subject to satisfactory performance.
3. The Contract Period of 5 Years may be extended by one more tenure (of five years) at the sole discretion of the Director, IIIT, Nagpur.
4. On successful completion of the Contract Period or any extension thereof, the selected candidate(s) shall, if considered fit for permanent appointment, be retained in their appointments on regular basis.
5. However, the selected candidate may be considered for confirmation on completion of 2 Years subject to outstanding performance and on recommendations of the duly constituted Departmental Confirmations Committee (DCC).
6. The decision of the Director, IIIT, Nagpur shall be final with regard to the performance of the selected candidate.
7. During the period of initial contract, the services of the selected candidate are liable to be terminated at any time with One Month's Notice or on payment of One Month's Salary in lieu thereof without assigning any reason thereof.

## 26. Selection Procedure:

The Selection Procedure shall consist of Written Test and/or Interview depending on the number of applications received and at the sole discretion of the Director, IIITN.

The schedule of the Selection Process shall be displayed on the website of the Institute viz. [iiitn.ac.in](http://iiitn.ac.in) in due course of the time. The candidates are advised to keep visiting the website of the Institute regularly.

## 27. Application Fees:

- a. The Application Fees shall be as under:

Sr. No.	Particulars	Application Fees
1	General/OBC-NCL Candidates/EWS	Rs. 500/-
2	SC/ST/PwD Candidates	Rs. 250/-

- b. The Application Fees shall be payable through Demand Draft drawn in favour of Director, IIIT, Nagpur payable at Nagpur or by NEFT in the following Bank Account:

Account Name	IIITN GENERAL
Account Number	37236982961
Name of the Bank	State Bank of India, VRCE Branch, South Ambazari Road, VNIT, Nagpur
Bank Code	06702
IFSC Code	SBIN0006702
MICR Code	440002005

- a. Candidates are required to write his/her name, contact number and the post applied for on back side of the Demand Draft or NEFT Receipt.
- b. The Application Fees is non-refundable.

## 28. Submission of Documents / Certificates:

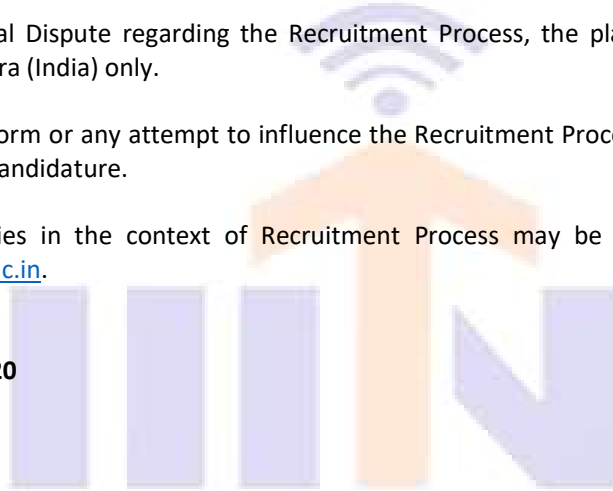
The **Self-Attested Copies** of following documents are required to be attached with the Application Form failing which the application shall not be evaluated and shall stands summarily rejected:

1. The hard copy of the Prescribed Application Form duly signed on all the pages.
2. 10<sup>th</sup> Standard Certificate.
3. 12<sup>th</sup> Standard Certificate.
4. Graduation Degree Certificate & Mark-Sheets for all years.
5. Post Graduate Degree Certificate & Mark Sheets of all Years.
6. NOC from the Current Employer.

7. Service Certificate for all the previous employments issued by Cadre Controlling Authority / Personnel Officer in the prescribed pro-forma or consisting of all the designations, pay-scales, type of employment etc.
  8. SC/ST/PwD Certificates (wherever applicable) in prescribed pro-forma of Central Government Only.
  9. EWS and OBC-NCL Certificate (wherever applicable) issued in the current Financial Year only as per Central Government Format.
  10. Caste Validity Certificate for SC/ST/OBC-NCL candidates belonging to the State of Maharashtra.
  11. Original Documents and Id Proof would have to be produced during the Documentation Verification Process to be undertaken on the date of Interview failing which the Candidate may not be allowed to appear for the Selection Process.
29. In case of any dispute regarding Recruitment Process decision of the Director, IITN shall be final.
30. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.
31. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.

Clarification, queries in the context of Recruitment Process may be sent on the email id viz. [recruitment@iiitn.ac.in](mailto:recruitment@iiitn.ac.in).

Place: Nagpur  
Date: **18/02/2020**



**DIRECTOR**