भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur

"An Institution of National Importance by an Act of Parliament"

S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni,
Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108

Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

Recruitment Notice for Non-Teaching Contractual Positions to be engaged through Third Party Manpower Sourcing Agency

Advt. No.: IIITN/ADMIN/2022-23/NTSR/JTO-001   **Date: 14/04/2022**

The applications are to be filled Online Only through the Recruitment Portal of the Institute. The link to Recruitment Portal is available on the Institute Website viz. www.iiitn.ac.in.

Indian Institute of Information Technology, Nagpur (IIITN) is one of the 20 Indian Institutes of Information Technology established under Public-Private Partnership Scheme by Ministry of Education (MoE), Government of India. IIITN has been declared as an "**Institution of National Importance**" under the provisions of IIIT(PPP) Act, 2017 and at present the Institute is functioning under Department of Higher Education, Ministry of Education and is supported by Department of Higher Education, Government of Maharashtra and Tata Consultancy Services, Mumbai as Industry Partner.

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

The Institute is located at S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108. The development of state-of-the-art Permanent Campus of the Institute is being undertaken on sprawling 100 Acres of land.

The Institute invites applications from eligible candidates for the following Non-Teaching Contractual Position to be engaged through Third Party Manpower Sourcing Agency:

<u>Post A: Junior Technical Officer (CSE) – Four Posts</u>

Job Description: He/She will be responsible for lab & equipment maintenance and all activities related to lab work, IT, Networking, Email Handlings etc and is expected to have knowledge and ability to execute various tasks related to above work. Proficiency in computer operations is a must.

He / She must have domain knowledge like System Maintenance & Troubleshooting, OS Installations, Driver Installations, Maintenance of Servers, Networking, WiFi Settings, Wired & Wireless LAN etc and basic programming knowledge of Python, Java, C++, C, Routing etc.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required.

Reporting to: Registrar or as advised by the Competent Authority from time to time.

Qualification & Experience: Graduation (B.Tech / B.E) in Computer Science & Engineering / Information Technology from recognized University / Institute. Post Graduation in relevant field with minimum 55% marks shall be preferable.

Work experience of **one year shall be preferable**. Experience in Educational Institute of national repute like IITs/NITs/IIITs will be a distinct advantage.

The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 30,000/- Per Month. (Consolidated)

Age: Not exceeding 30 years.

Post B: Junior Technical Officer (ECE) – Two Posts

Job Description: He/She will be responsible for lab & equipment maintenance and all activities related to lab work, IT, Networking, Email Handlings etc and is expected to have knowledge and ability to execute various tasks related to above work. Proficiency in computer operations is a must.

He / She must have domain knowledge like basic concepts of Electrical Engineering, Circuit Law, AC Fundamentals, Electrical control circuits, Sensors, transducers, Basic ICs, SMPS, UPS. Electronics and Communication-Networks, Electronic Devices, Analog Circuits, Digital circuits, RL, RC, RLC Circuits, Circuits using Diodes, Transistors and Op amps, Timer 555, Logic Gates, Flip Flops & Counters, Shift registers, MUX, Decoders, Signals and Systems, Control Systems, Communications, Electromagnetic, DSO, PCB rework. Electronics Tools like pspice, cadence, MATLAB, Network Simulator etc. Latest Technologies like Antenna, SDR Kit, Cognitive Radio, Wireless Communication etc.

The candidate having experience related to issues associated with Computer Networking, System Installation & Maintenance, LAN/WAN, operations & maintenance of connected devices like Printers, Routers etc shall be given preference.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required.

Reporting to: Registrar or as advised by the Competent Authority from time to time.

Qualification & Experience: Graduation (B.Tech / B.E) in Electronics & Communication Engineering / Electrical Engineering from recognized University / Institute. Post Graduation in relevant field with minimum 55% marks shall be preferable.

Work experience of **one year shall be preferable**. Experience in Educational Institute of national repute like IITs/NITs/IIITs will be a distinct advantage.

The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 30,000/- Per Month. (Consolidated)

Age: Not exceeding 30 years.

General Information and Instructions to Applicants

1. All the positions are purely temporary & contractual in nature for a period of 11 Months with provision for subsequent extensions as per Institute Policy subject to performance. The positions shall be filled through the Third Party Manpower Supply Service Agency. Decision of the Director shall be final in all respect.

2. 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.

3. The Institute reserves the right to increase or decrease the number of posts to be filled as per the sole discretion of the Director.

4. No TA/DA and/or Lodging/Boarding will be paid for attending the Interview. No accommodation shall be provided by the Institute.

5. The Interviews shall be held in Offline Mode, the dates of which shall be intimated to the eligible candidates in due course.

6. **The applications are to be filled Online Only through the Recruitment Portal of the Institute. The link to Recruitment Portal is available on the Institute Website viz. www.iiitn.ac.in.**

7. Applicants are not required to send hard copy of the application to the Institute. However, the applicants are advised to email the copy of the application on recruitment@iiitn.ac.in **in addition** to filling Online Application.

8. Candidates are advised to fill the Online Prescribed Application Form within the stipulated time. **The Recruitment Portal shall be closed on due date & time.** *The candidates would have to upload the relevant supporting documents online. Further, the Candidate will have to bring the original and one set of self-attested photocopies of documents at the time of interview.* At the time of verification of documents, if documents are not as per Institute's criteria or originals are not presented then candidate will not be allowed to attend Interview / selection shall be cancelled. Hiding information or submitting false information will lead to cancellation of candidature at any stage of recruitment.

9. All qualification, experience and age limit will be recognized as on the closing date of receipt of the application.

10. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed format through Online Portal.

11. 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 the interview.

12. The Institute may conduct Written Test and/or Interviews depending on the number of applications received. The decision of the Director, IIITN shall be final regarding the same.

13. 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.

14. Institute reserves the right to offer lower post to the candidate otherwise found suitable.

15. No correspondence regarding reasons for not short listing the candidate shall be entertained. The decision of the Director shall be final in all respect.

16. The Institute shall communicate the relevant details pertaining to the joining only to the selected candidate(s) directly through email. No communication shall be done / entertained to / from the candidate(s) who have not been selected.

17. In case of any inadvertent mistake in the process of recruitment detected at any stage, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

18. The appointments to these Non-Teaching Posts are through Third Party Manpower Supply Agency and do not automatically create any right or preference towards appointment made on the rolls of IIIT Nagpur in the future.

19. In case of any dispute regarding Recruitment Process, decision of the Director, IIITN shall be final.

20. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.

21. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.

22. **The last date for submission of the Online Application through Recruitment Portal is <u>06-05-2022 (14.00 Hrs)</u>.**

DIRECTOR