

Indian Institute of Information Technology, Vadodara

Advertisement No. IITV/RECT/03/NONTEACHNG/SEPTEMBER/2016

1. Assistant Registrar (2) (UR) PB-3 (15600-39100) GP 5400 **Qualification and Experience:** Master's degree or equivalent in appropriate discipline with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which one year should be in a supervisory post with GP of Rs. 4800 and above or equivalent, and demonstrated ability to supervise computerized administration. Age Limit: 40 years

2. Assistant Librarian (1) (UR) PB-3 (15600-39100) GP 5400 **Qualification and Experience:** Master's degree in Library Science / Information Science / Documentation science or an equivalent professional degree with at least 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which one year should be in a supervisory post with GP of Rs. 4800 and above or equivalent. Applicants should have demonstrated ability of using library software and experience in library computerization. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years will be counted towards experience. Age Limit: 40 years

General Information:

1) The relaxation in age limit will be as per rule.

2) Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

3) Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.

4) Application after the last date, incomplete in any respect and any fresh paper/enclosures after closing date, shall not be considered.

5) Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.

6) Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.

7) Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Educational Institutions, PSUs etc. should route their applications through proper channel. However, an advance copy of the application should be sent before the last date.

8) In case of any inadvertent mistake in the process of selection which may be 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.

9) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

10) The Institute reserves the right to : (a) conduct written/trade tests for such posts wherever if the circumstances so warrant (b) not to fill any of the advertised positions (c) fill consequential vacancies arising at the time of interview from available candidates. The number of positions is thus open to change.

11) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to interview/ conduct written/trade tests for all applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with attested photocopies of marks sheets / certificates. 12) The Institute shall verify the antecedents or documents submitted by a candidate at any time before appointment or 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.

13) Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.

14) No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route, subsequently by cheque.

15) No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

16) Canvassing in any form will be a disqualification.

17) No interim correspondence will be entertained.

• Candidates possessing the requisite qualification and experience may apply along with copies of self-attested certificates so as to reach the Registrar, IIT Vadodara latest by 5:45 pm on 13/10/2016

• Postal delay will not be entertained.

• Address: Block No. 9, Government Engineering College, Sector – 28, Gandhinagar – 382028, Gujarat, India.