

(1). DETAILS OF QUALIFICATION, EXPERIENCE, AGE AND PAY FOR NON TEACHING STAFF POSITIONS.

The details of the essential & desirable qualification, minimum experience required, age limit and applicable pay for recruitment on to the various Non-Teaching Staff Positions are as follows:-

(1.1). Name of the Post: - Senior Library Assistant

Number of posts	01 (One)
Remuneration	Consolidated Rs. 30000/- to Rs. 40000/- per month based on experience and as decided by the selection committee
Age Limit	Maximum 35 years as on the last date of receipt of application.
Essential Educational Qualification	Bachelor's degree in Science/ Arts/ Commerce from recognised University/ Institute and Bachelors Degree in Library & Information Science.
Essential Experience Required	Three years relevant Library experience.
Desirable Educational Qualification & Experience	(a). Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognised Institution. (b). Masters Degree in Library & Information Science.
Method of Recruitment	Consolidated Pay Contract with annual increment as decided by the competent authority

(1.2). Name of the Post: - Accountant

Number of posts	01 (One)
Remuneration	Consolidated Rs. 35000/- to Rs. 40000/- per month based on experience and as decided by the selection committee
Age Limit	Maximum 35 years as on the last date of receipt of application.
Essential Educational Qualification and Experience Required	(a). B.Com from a recognized University / Institute with 05 years relevant experience in entity having gross receipt more than INR 10 crore. OR M. Com from a recognized University / Institute with 04 years experience in entity having gross receipt more than INR 10 crore. OR Chartered Accountant with 01 year experience in entity having gross receipt more than INR 10 crore (excluding Articleship's year). (b). Knowledge of Tally Software is essential.
Desirable Educational Qualification & Experience	(a). MBA in Finance. (b). Experience mentioned above is desirable to be from Govt. Educational Institute/ Govt. autonomous body / Trust.
Method of Recruitment	Consolidated Pay Contract with annual increment as decided by the competent authority



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(2). GENERAL DETAILS & INSTRUCTIONS FOR NON-TEACHING STAFF POSITIONS.

(2.1). The candidates are advised to completely go through the **required Qualifications, Experience**, etc. as mentioned in the advertisement before filling up the Application form.

(2.2). The Application form should be filled in/ typed by the candidate in block letters only and each page of the Application form should be signed by the candidate.

(2.3). Wherever the space in the Application Form is not sufficient (Qualification, Experience etc.), the Candidate can attach duly self-certified extra sheets to the Application Form and a note in this regard should be entered against the respective point of Application form.

(2.4). The complete Application along with all relevant supporting documents duly self attested should be sent to below mentioned address by Registered post/ Speed post so as to reach on or before **04 Jul 2020:-**

**Registrar
Indian Institute of Information Technology Vadodara
C/o Block No. 9, Government Engineering College
Sector-28, Gandhinagar
Gujarat – 382028.**

(2.5). The Institute shall not be responsible for any postal delay.

(2.6). Envelope containing complete application should be superscribed as "**Application for the post of _____**, Advt No: **IIITV/RECRU/NON-TEACHING/2020-21/001** dated **22 Apr 2020.**"

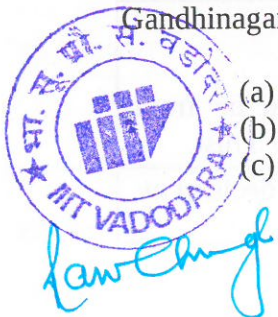
(2.7). Candidates are required to send soft copy of the filled up Application (in pdf format) with scanned supporting documents to Email ID: **recruitment@iiitvadodara.ac.in**. However, it is to be noted that sending of hard copy of filled up Application with all supporting documents (as applicable) by the due date is essential. List of the Candidates, "whose applications are received by the due date" will be published on the Institute website without screening within 15 days for the information of all concerned.

(2.8). Candidates applying for two or more posts are required to fill up & forward separate application forms for each post along with the supporting documents and necessary fee (as applicable). Single Application form received for two or more posts will be summarily rejected without any communication by the Institute.

(2.9). Incomplete applications, applications submitted without signature on each page, applications which are not clearly legible, applications submitted without self attested supporting documents, application received without prescribed fee (as applicable) and application received after due date will be treated as rejected.

(2.10). The applicant shall be required to pay following non-refundable application fee by the way of Demand Draft in favour of "Indian Institute of Information Technology Vadodara" payable at Gandhinagar, Gujarat (SBI branch Code: 60228):-

- (a) Fee For SC/ST/Female/PwD Candidates – NIL
- (b) Fee for internal Candidates of IIIT Vadodara - NIL
- (c) Fee for other Candidates - Rs. 250/- +18 % GST = **Rs. 295/-**



- (2.11). The fee once paid will not be refunded or adjusted under any circumstances.
- (2.12). The selection process may consists of Written Test / Skill Test and Interview.
- (2.13). The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process. Mere submission of application does not provide right to be called for the selection process. If a candidate is called for the selection process, he/ she will not get any right for selection and appointment. There is no system or practice to send any written communication to candidates not called for selection process or who are not selected after the selection process, indicating the reasons for rejections.
- (2.14). Interim correspondence/ enquiries shall not be entertained or replied to.
- (2.15). Qualification mentioned is the minimum qualification for the post. Mere fulfillment of qualifications and experience does not entitle a candidate to be called for the selection process.
- (2.16). The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the interview considering number of positions to be filled in, Qualification, experience, specialisation requirement etc.
- (2.17). The Institute reserves the right not to fill up the posts, cancel this Advertisement in whole or in part at any stage of the selection process without assigning any reason and its decision in this regard shall be final.
- (2.18). The Institute reserves the right to assign/ transfer the selected candidates to any section or department within/ outside the Institute and appointments will be offered accordingly.
- (2.19). All qualifications obtained by the candidates should be from any recognised University/ Institution. The Institute reserves the right to relax any of the qualification/ experience in exceptional cases.
- (2.20). All experience required for a post will be considered post acquiring of essential qualification requirement for the post.
- (2.21). Higher initial Pay may be given to exceptionally qualified and deserving candidate(s).
- (2.22). Upper age limits for the above posts are relaxed for the internal candidates of IIIT Vadodara.
- (2.23). Candidates considered for appointment on consolidated pay contract shall not be entitled for Dearness Allowance, Transport Allowance, HRA, NPS, Medical and Children Education Allowance etc.
- (2.24) Superannuated Candidates are also eligible to apply.
- (2.25). No TA will be paid for appearing into written test/ interview for any post. Candidates called for written test/ Interview are required to make arrangement of accommodation on their own.
- (2.26). Any attempt to influence the recruitment process whatsoever will lead to disqualification of the candidate.
- (2.27). Candidates working in Govt./ Semi Govt. /PSUs should either get their application forwarded through proper channel or will be required to submit a "**No Objection Certificate**" from their employer at the time of interview, if shortlisted during selection process.

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(2.28). In case of any dispute, decision of the Director, IIIT Vadodara shall be final.

(2.29). Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Gandhinagar/ Ahmedabad and courts/ tribunals/ forums at Gandhinagar/ Ahmedabad only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

(2.30). All candidates are advised to check the Institute website regularly for any update on this advertisement.

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Director



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