



# Indian Institute of Information Technology Vadodra

Block 9, IIITV, C/o Government Engineering College, Sector 28,  
Gandhinagar, Gujarat, India - Contact No. 079- 23977511  
[www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in)

**Advt. No. IIITV/RECRU/NON-TEACHING/2019-20/001**

**Date:** 24/05/19

## **ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING STAFF POSITIONS**

1. IIIT Vadodra invites applications from the Indian Nationals for filling up the vacant Non-Teaching Staff positions purely on **scaled contract for 03 years extendable by 02 years** on annual basis with all service benefits eligible for regular employees. The vacant Non-Teaching Staff positions and their revised 7<sup>th</sup> CPC scales are as under:

Sl No.	Name of the Post	No. of Vacancies	Pay Level (7 <sup>th</sup> CPC)
1.	Assistant Registrar	01	Level-10 (Rs. 56100-177500)
2.	Jr Technical Superintendent	02	Level-6 (Rs. 35400 – 112400)
3.	System Administrator	01	Level-6 (Rs. 35400 – 112400)
4.	Administrative Assistant	02	Level-3 (Rs. 21700 – 69100)

2. Some candidates may be considered for appointment on consolidated pay contract.

3. **Last date of receipt of application:- 28 Jun 2019**

4. All qualification and experience will be considered on the basis of last date of receipt of application.

5. The candidates may download the Essential & Desirable Qualifications/ Experience (**Annexure-1**), General Details (**Annexure-2**) and Application Form (**Annexure-3**), from the institute website: <http://www.iiitvadodara.ac.in>. The completely filled Application along with relevant supporting documents duly self-attested and application fee (as applicable) should be sent by registered post/ speed post to **The Registrar, Indian Institute of Information Technology Vadodra** so as to reach by 28 Jun 2019. Receipt of incomplete application/ application without supporting documents/ application without fee will be summarily rejected.

**Director**

(1). **DETAILS OF QUALIFICATION, EXPERIENCE, AGE AND PAY.** The details of the essential & desirable qualification, minimum experience required, age limit and applicable pay for recruitment on to the various posts are as follows:-

(1.1). **Name of the Post:- Assistant Registrar**

<b>Number of posts</b>	01 (One)
<b>Classification</b>	Group-A
<b>Pay Level (7<sup>th</sup> CPC)</b>	Level-10 (Rs. 56100-177500)
<b>Age Limit</b>	<p>Maximum 45 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)</p> <p>Individuals who have superannuated from reputed organizations and below 62 years age can be considered for employment on consolidated pay as per terms and conditions.</p>
<b>Essential Educational Qualification</b>	Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record.
<b>Essential Experience Required</b>	<p>(a). Experience in handling Accounts / Administration/ Establishment/Academics/Material Management/ Hostel Administration under the Central Government/ Central Autonomous or Statutory Bodies/ Central Universities: - (i) 5 years in Grade Pay Rs.4200; <b>OR</b> (ii) 3 years in Grade Pay of Rs.4600/ 4800 or above.</p> <p>(b). Practical experience of using relevant software &amp; IT tools in related area are essential.</p>
<b>Desirable Educational Qualification &amp; Experience</b>	<p>(a). Qualification in area of Management / Engineering / Law.</p> <p>(b). A Chartered or Cost Accountant degree or diploma.</p> <p>(c). Experience in handling computerized administration / legal / financial / establishment matters.</p> <p>(d). Familiarity with academic activities, budgeting, fund management, bank reconciliation, cash and banking operations, tax, foreign exchange transactions, statutory returns, conversant with Govt. of India rules such as FR &amp; SR, GFR, Treasury Rules, Accounts Code, Service Regulations, Audit, Service Conditions etc.</p> <p>(e). Experience in Govt. Administrative, Establishment, Material management procedures, knowledge of PFMS.</p>
<b>Method of Recruitment</b>	Direct on Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.
<b>Terms &amp; Conditions for Superannuated Officers</b>	<p>(a). <u>Remuneration</u> - Rs. 65,000/- to Rs 01 Lakh per month (consolidated) based on qualification and experience with annual increment as decided by the Management.</p> <p>(b). <u>Nature of Appointment</u> – On contract for 02 years extendable by 01 year.</p>

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(1.2). **Name of the Post:- Jr Technical Superintendent**

<b>Number of posts</b>	02 (Two)
<b>Classification</b>	Group-B
<b>Pay Level</b>	Level-6 (Rs. 35400 – 112400)
<b>Age Limit</b>	Maximum 35 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
<b>Essential Educational Qualification</b>	Post-graduate degree in Science/ B.E. / B.Tech. in Electrical/ Electronics/ Telecommunication/ Physics from a recognized University or Institute with 01 year relevant experience. <b>OR</b> First class Bachelor's Degree in Science in Electrical/ Electronics/ Physics or equivalent grade from a recognized University/Institute with 02 years relevant experience. <b>OR</b> First class Diploma in Electrical/ Electronics/ Telecommunication Engineering with excellent academic record and 03 years relevant experience.
<b>Essential Experience Required</b>	(a). Requisite experience (as mentioned above) in one or more of the following areas in a reputed Institution: Handling, maintenance and conduct of experimental classes of Physics/ Electronics/ Electrical laboratory.  (b). Practical experience of using relevant software & IT tools in related area are essential.
<b>Desirable Qualification &amp; Experience</b>	(a). Experience in computerized work environment. (b). Experience in administrative/ academic activities. (c). Good writing and communication skills.
<b>Method of Recruitment</b>	Direct on Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.

(1.3). **Name of the Post:- System Administrator**

<b>Number of posts</b>	01 (One)
<b>Classification</b>	Group-B
<b>Pay Level</b>	Level-6 (Rs. 35400 – 112400)
<b>Age Limit</b>	Maximum 32 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
<b>Essential Educational Qualification</b>	(a). B.E. or B.Tech. in Computer Science/ IT/ Electronic Communication and Engineering with one year relevant experience in networking/system administration. <b>OR</b> M.Sc. in Computer Science / IT OR M.C.A with one year relevant experience in networking/system administration. <b>OR</b>

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	B.Sc. (CS/IT)/ BCA with two years relevant experience relevant experience in networking/system administration. (b). Knowledge of computer applications.
<b>Essential Experience Required</b>	(a). Requisite experience (as mentioned above) in one or more of the following areas in a reputed Institution: Handling, maintenance and conduct of experimental classes of Computer laboratory.  (b). Practical experience of using relevant software & IT tools in related area are essential.
<b>Desirable Qualification &amp; Experience</b>	(a). The candidate well versed with the Routing and switching devices and technologies like SDH/STM, Frame relay, MPLS, wireless, broadband and protocol analysis tools will be preferred.  (b). Experience in configuring network devices and implementing network solutions, security protocol, interfaces etc.  (c). Sound knowledge of LAN/WAN and virtual private network.  (d). Experience in Network Analysis tools like PRTG, MRTG etc.  (e). Experience in administrative/ academic activities.  (f). Good writing and communication skills.
<b>Method of Recruitment</b>	Direct on Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.

**(1.4). Name of the Post:- Administrative Assistant**

<b>Number of posts</b>	02 (Two)
<b>Classification</b>	Group-C
<b>Pay Level</b>	Level-3 (Rs. 21700 - 69100)
<b>Age Limit</b>	Maximum 30 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
<b>Essential Educational Qualification &amp; Experience</b>	Bachelor's degree with minimum 50% marks with key depression speed equivalent to 40 w.p.m and proficiency in office applications like Word, Excel, Power point etc. along with 01 years of relevant experience in Govt./Semi Govt./Central autonomous bodies.
<b>Desirable Qualification &amp; Experience</b>	Experience in office procedure like maintenance of file, noting, drafting diary, organizing etc. and experience in Engineering & Technical Institutions of National Importance like IITs/ IISERs/IISc/NITs and similar Central Govt. Institutions.
<b>Method of Recruitment</b>	Direct on Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.

**NOTE:-** Other than the total salary as per 7<sup>th</sup> CPC (which includes Basic Pay in the Pay Level, Dearness Allowance, Transport Allowance, HRA and NPS -Employer's contribution), Medical and Children Education Allowance are also admissible as per IIIT Vadodara rules.

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**Director**



**(2). GENERAL DETAILS & INSTRUCTIONS TO THE CANDIDATES**

(2.1). Eligible and desirous candidates may apply for one or more post(s) by downloading **Application Form, required Qualifications, Experience, etc.** from the Institute website: [www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in).

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

(2.3). The completed **Application** along with all relevant supporting documents **duly self-attested** should be sent by Registered post/ Speed post so as to reach **on or before 28 Jun 2019** to **The Registrar, Indian Institute of Information Technology Vadodara, C/o Block No. 9, Government Engineering College, Sector-28, Gandhinagar, Gujarat – 382028.**

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

(2.5). Envelope containing complete application should be superscribed as "**Application for the post of \_\_\_\_\_**)".

(2.6). Incomplete Application, application without relevant self attested supporting enclosures, application without the required fee and application received after the due date i.e. 28 Jun 2019, will be summarily rejected.

(2.7). The applicant shall be required to pay following 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):-

Sl No.	Post Description	Fee for SC/ST/PwDs candidates	Fee for Other Candidates
(a).	For Group-A posts at Sl. No. 1	Rs 250/-	Rs 500/-
(b).	For Group-B & C posts at Sl. No. 2 to 4	NIL	Rs 250/-

(2.8). The fee once paid will not be refunded or adjusted under any circumstances.

(2.9). The selection process will consists of followings:-

- Scrutiny followed by interview for Sl No. 1 Post,
- Written Test and Interview for Sl No. 2 to 4.

(2.10). 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.

(2.11). Interim correspondence/ enquiries shall not be entertained or replied to.

(2.12). Fulfillment of qualifications and experience does not entitle a candidate to be called for the selection process.

(2.13). 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.

(2.14). 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.

(2.15). All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualification/ experience in exceptional cases.

(2.16). All experience required for a post will be counted post acquiring of minimum essential qualification.

(2.17). Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).

(2.18). Upper age limits for the above posts are relaxed for the internal candidates of IIIT Vadodara.

(2.19). Some candidates may be considered for appointment on consolidated pay contract. Employee considered for appointment on consolidated pay contract shall not be entitled for Dearness Allowance, Transport Allowance, HRA, NPS , Medical and Children Education Allowance etc.

(2.20). No TA will be paid for appearing written test for any posts. Candidates called for written test/ Interview are required to make arrangement of accommodation on their own.

(2.21). The candidates shortlisted and called for interview and allowed to face the interview after scrutiny of their applications will be reimbursed return Train fare as per following rates from their place of residence / work and back by shortest route within India subject to production of tickets:-

- |                                    |   |                               |
|------------------------------------|---|-------------------------------|
| (a). For the post at Sl No. 1      | - | 2 <sup>nd</sup> AC Train Fare |
| (b). For the post at Sl No. 2 to 4 | - | 3 <sup>rd</sup> AC Train Fare |

(2.22). In case the candidates undertake to travel by any other mode for appearing into Interview, the reimbursement will be restricted to the actual fare incurred as per the rates mentioned at Para (2.21) above, whichever is less.

(2.23). Any attempt to influence the recruitment process whatsoever will lead to disqualification of the candidate.

(2.24). Candidates working in Govt./ Semi Govt. /PSUs should get their application forwarded through proper channel or will be required to submit a "**No Objection Certificate**" from their employers at the time of interview, if shortlisted during selection process.

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

(2.26). 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.

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



Director