15/04/2023

RECRUITMENT NOTICE FOR NON-TEACHING POSITIONS

(Recruitment Ad. No.: IIITN/ADMIN/NTSR/2023-24/Rec-01 dated 15/04/2023)

Important Instructions:

1. *The applications are to be filled ONLINE through the Recruitment Portal of the Institute.*

2. *The link to Recruitment Portal is available on the Institute Website viz. www.iiitn.ac.in.*

3. *However, the hard copy of the application, along with all the required Supporting Documents, is required to be submitted at IIIT, Nagpur Office.*

4. *Submission of both Online Application and its Hard Copy is mandatory. Otherwise, application shall not be considered.*

5. *The decision about eligibility shall be taken only on the basis of hard copy (of the finally submitted Online Application) submitted within prescribed timeframe in the Office of the Institute.*

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 Indian Institute of Information Technology (Public-Private Partnership) Act, 2017. The Institute is presently 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 Programs in Computer Science & Engineering (CSE) and Electronics & Communication Engineering (ECE), Artificial Intelligence & Machine Learning, Data Science & Analytics, Human Computer Interaction & Gaming Technology and Internet of Things.

The Institute is located at a distance of about 25 Kms from the Nagpur City 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 is looking for dedicated and committed Indian Nationals to fill up the following vacancies of the Non-Teaching Staff through Direct Recruitment:

Sr. No.	Name of the Post	Group	Level	SC	ST	OBC	EWS	UR	Total
				No. of Vacancies					
1	Junior Superintendent (Academic)	B	6	-	-	1	-	-	1
2	Junior Engineer (Electrical)	B	6	-	-	-	-	1	1
3	Laboratory Assistant (Computer Science & Engg)	C	3	1	-	-	-	1	2
4	Laboratory Assistant (Electronics & Communication Engg)	C	3	-	-	-	1	-	1
5	Junior Assistant (Multi-Skilled) – Admin	C	3	-	-	1	-	1	2
	Total Vacancies =			**1**	**0**	**2**	**1**	**3**	**7**

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. **The last date for submission of online application is 08/05/2023 up to 2 PM.**

Candidates are advised to fill the Online Prescribed Application Form within the stipulated time. The Recruitment Portal shall be closed on **08/05/2023** at 2 PM. The candidates would have to upload the relevant supporting documents online.

The last date for receipt of the hard copy of the online application along with all the supporting documents is 15/05/2023 up to 2 PM.

Note: Any corrigendum/changes/updates shall be made available only on the Institute's Website viz. 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 : 15/04/2023

DIRECTOR

Minimum Qualifications & Experience:

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

Name of Post/Cadre	Junior Superintendent / Group B
Pay Level as per 7th CPC	6th
Pay Matrix as per 7th 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 Bachelor's Degree or Master's Degree with minimum 55% marks and minimum 6 Years experience in relevant areas like Academics, General Administration, Examinations, Hostel Management, Stores & Purchase & Estate Management.
Desirable Experience	Experience in above areas in Academic Institute of repute.

Name of Post/Cadre	Junior Engineer (Electrical) / Group B
Pay Level as per 7th CPC	6th
Pay Matrix as per 7th 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	Degree in Engineering in relevant field with Two Years of Experience OR Diploma in Engineering with Five Years of Experience
Desirable Experience	Experience in handling matters related to Electrical Installations including that of Electric Sub-Station, Diesel Generator Sets, STP, WTP etc in Academic Institute of repute.

Name of Post/Group	Laboratory Assistant (CSE) / Group C
Pay Level as per 7th CPC	3
Pay Matrix as per 7th CPC	Rs. 21,700-Rs. 69,100/- (Initial Pay = Rs. 21,700/-)
No. of Post(s)	**2 (SC = 1, UR = 1)**
Age Limit for Direct Recruitment	27 Years ; For SC = 32 Years
Qualifications	Graduation (B.Tech / B.E) in Computer Science & Engineering / Information Technology from recognized University / Institute.
Desirable Experience	Should 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.

Name of Post/Group	Laboratory Assistant (ECE) / Group C
Pay Level as per 7th CPC	3
Pay Matrix as per 7th CPC	Rs. 21,700-Rs. 69,100/- (Initial Pay = Rs. 21,700/-)
No. of Post(s)	**1 (EWS = 1)**
Age Limit for Direct Recruitment	27 Years
Qualifications	Graduation (B.Tech / B.E) in Electronics & Communication Engineering / Electrical Engineering from recognized University / Institute.

	Should 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, Signals and Systems, Control Systems, Communications, Electromagnetic, DSO, PCB rework. Electronics Tools like MATLAB, Network Simulator etc. Latest Technologies like Antenna, SDR Kit, Cognitive Radio, Wireless Communication etc.
Desirable Experience	

Name of Post/Group	Junior Assistant (Multi-Skilled) – Admin / Group C
Pay Level as per 7th CPC	3
Pay Matrix as per 7th CPC	Rs. 21,700/- - Rs. 69,100/- (Initial Pay = Rs. 21,700/-)
No. of Post	**2 (UR = 1; OBC = 1)**
Age Limit for Direct Recruitment	For UR = 27 Years ; For OBC = 30 Years
Qualifications & Experience	Bachelor's Degree with knowledge of computer operations.
Desirable Experience	Possessing good communication skills.

Note: a. For all the positions, experience of serving in IITs/NITs/IIITs/CFTI Institutes shall be an added advantage.

b. Age relaxation for SC shall be 5 Years, for OBC 3 Years and for PwD 5 Years as per Central Government Norms. Candidates are advised to note that the age relaxation shall be applicable for the reserved posts and respective category only.

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.

4. **Accommodation shall be provided for attending the Written Test on "First cum First" and paid basis subject to availability. Candidates are advised to note that the availability of accommodation is not guaranteed.**

5. The applications are to be filled Online on the Recruitment Portal of the Institute. The Link for the Recruitment Portal is available in the Website of the Institute viz. www.iiitn.ac.in.

6. However, **the candidates are required to submit hard copy of the application filled online along with all the supporting documents at the Office of the Institute within stipulated date and time.**

7. The duly completed Application Form along with fees & enclosures (Self Attested Photocopies of all the listed documents) to be sent by Speed / Registered Post / Courier / Hand Delivery to:

The Director,
Indian Institute of Information Technology, Nagpur
S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni,
Village - Waranga, PO - Dongargaon (Butibori),
District – Nagpur, Maharashtra - Pin Code – 441108

8. The candidates are required to submit the hard copy of the dully filled in application along with supporting documents in a sealed envelope mentioning on **"Application for the Post of ....".**

9. All applications which are not in prescribed online 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. Interim Correspondence will also not be entertained or replied to.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. The date for determining eligibility of candidates in every respect shall be the closing date for receipt of Application Forms.

17. 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.

18. 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 short listing / 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.

19. 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.

20. The list of short-listed candidates (for Written Test) shall be displayed on the Institute Website. No separate communication regarding eligibility, short listing and written test shall be sent. Candidates are advised to visit the IIITN website www.iiitn.ac.in regularly.

21. 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.

22. **Only the finally selected candidate shall be intimated through email after completion of all the Administrative Formalities. No communication shall be made with the candidates not finally selected in the process.**

23. 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.

24. 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.

25. 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.

26. OBC candidates under creamy-layer will not get the advantage of reservation under OBC-NCL category.

27. The Institute reserves the right to assign / transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.

28. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the Selection Committee.

29. 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 6th Meeting of the Board of Governors of IIIT, Nagpur held on 6th 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 viz. for SC shall be 5 Years, for OBC 3 Years and for PwD 5 Years and shall be applicable for the reserved posts and respective category only.

30. 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.

31. Selection Procedure:

The Institute shall constitute a Scrutiny Committee for scrutiny of the applications received against the above advertised posts. The list of the provisionally selected candidates shall be displayed on the website of the Institute.

As per Government decision, the Selection Process for the Group "B & C" Posts shall be done in One Stage only i.e. Written Test for all the provisionally eligible candidates. Interviews shall not be conducted for the advertised posts.

The schedule of the Selection Process shall be displayed on the website of the Institute viz. www.iiitn.ac.in in due course of the time. The candidates are advised to keep visiting the website of the Institute regularly.

The Scheme of the Examination, Syllabus and Passing Cut-Off in the Written Test shall be as under:

1.	Name of the Post	**Junior Superintendent**
2.	Mode of Written Examination	Off-Line at IIIT, Nagpur
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a. General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b. General Studies & Current Affairs	10
	c. Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d. Domain Knowledge like Academics, General Administration, Examinations, Hostel Management, Stores & Purchase & Estate Management.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	Passing Cut-Off	Overall minimum 40% (Out of 100) **and** Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	Name of the Post	**Junior Engineer (Electrical)**
2.	Mode of Written Examination	Off-Line at IIIT, Nagpur
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	e. General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20

	f. General Studies & Current Affairs	10
	g. Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	h. Domain Knowledge like	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	Passing Cut-Off	Overall minimum 40% (Out of 100) **and** Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	Name of the Post	**Lab Assistant (Computer Science & Engineering)**
2.	Mode of Written Examination	Off-Line at IIIT, Nagpur at Permanent Campus
3.	Type of Written Test Questions	Objective Multiple-Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a. General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b. General Studies & Current Affairs	10
	c. Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d. Domain Knowledge like System Maintenance & Troubleshooting, OS Installations, Driver Installations, Maintenance of Servers, Networking, WiFi Settings, Wired & Wireless LAN etc. Basic programming knowledge of Python, Java, C++, C, Routing etc.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	Passing Cut-Off	Overall minimum 40% (Out of 100) **and** Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	Name of the Post	**Lab Assistant (Electronics & Communication Engineering)**
2.	Mode of Written Examination	Off-Line at IIIT, Nagpur at Permanent Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each

5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a. General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b. General Studies & Current Affairs	10
	c. Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d. 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, Signals and Systems, Control Systems, Communications, Electromagnetic, DSO, PCB rework. Electronics Tools like MATLAB, Network Simulator etc. Latest Technologies like Antenna, SDR Kit, Cognitive Radio, Wireless Communication etc.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	Passing Cut-Off	Overall minimum 40% (Out of 100) **and** Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	Name of the Post	**Junior Assistant (Multi-Skilled) - Admin**
2.	Mode of Written Examination	Off-Line at IIIT, Nagpur Permanent Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a. General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b. General Studies & Current Affairs	10
	c. Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d. Domain Knowledge like Right to Information Act (RTI), General Financial Rules (GFR), Stores & Purchase, Reservations, Rules and Regulations of IIITs including IIIT Act & Statutes, Estate Management etc.	50

6.	Time Allotted	90 Minutes (1.50 Hours)
7	Passing Cut-Off	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

The General Information and Instructions for the Written Test shall be displayed on the website of the Institute in due course of time.

32. Application Fees:

a. The Application Fees shall be as under:

Sr. No.	Particulars	Application Fees	GST	**Total Fees**
1	General Candidates	Rs. 500/-	Rs. 90/-	**Rs. 590/-**
2	SC/ST/PwD/OBC/EWS Candidates	Rs. 250/-	Rs. 45/-	**Rs. 295**

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	INDIAN INSTITUTE OF INFROMATION TECHNOLOGY, NAGPUR GENERAL
Account Number	41759739179
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.

33. 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. 10th Standard Certificate.
3. 12th Standard Certificate.
4. Graduation Degree Certificate & Mark-Sheets for all years/semesters.
5. Post Graduate Degree Certificate & Mark Sheets of all years/semesters.
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.

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

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

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

Clarification, quarries in the context of Recruitment Process may be sent on the email id viz. recruitment@iiitn.ac.in.

Place: Nagpur
Date :   **15/04/2023**

DIRECTOR