



**INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, UNA [HP]**

An Institute of National Importance under MHRD
NIT Campus, Hamirpur [HP]-177005

Website: www.iiitu.ac.in

Advt. No. IIITU/R/01/2018 dated: 20, Aug.'18

Applications are invited from eligible candidates for recruitment of non-teaching posts on Deputation/ Contractual basis. Detailed information regarding posts, vacancies, qualification, experience, age limit, salary, etc., can be accessed through the link www.iiitu.ac.in Contratual non-teaching recruitment Notification No.IIITU/R/01/2018. Last date for receipt of Applications is 01.10.2018.

DIRECTOR



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ANNEXURE I

ADVT. NO. : IIITU/R/01/2018 dated: 20, Aug.'18

Applications are invited from Indian nationals possessing excellent academic record and relevant work experience for appointment on Deputation/ Contractual basis to the following Non-Teaching positions in the Indian Institute of Information Technology, Una (HP):

Sl. No.	Name of Post	Pay Matrix*/ Consolidated Salary	No. of Posts and Reservation
1	Superintendent	Level 6 Rs.35,400/- + Allowances as per 7 th CPC/ Rs.35,000/- (Consolidated)	2 (UR)
2	Assistant Registrar	Level 10 Rs.56,100/- + Allowances as per 7 th CPC/ Rs.55,000/- (Consolidated)	1 (UR)
3	Scientific Officer	Level 10 Rs.56,100/- + Allowances as per 7 th CPC/ Rs. 55,000/- (Consolidated)	1 (UR)
4	Executive Engineer (On Deputation)	Level 11 Rs.67,700/- + Allowances as per 7 th CPC/ Rs.65,000/- (Consolidated)	1 (UR)
5	Registrar	Level 14 Rs.1,44,200/- + Allowances as per 7 th CPC/ Rs.1,50,000/- (Consolidated)	1 (UR)

* For deputation only.

Application format and the detail of field of specialization, qualification, and experience required, scale of pay, other allowances, and instructions to the candidates for the above posts are available in the Institute's website: <https://www.iiitu.ac.in>. Reservation Policy will be as per the Government of India norms.

Complete application alongwith all necessary enclosures should be sent to The Director, Indian Institute of Information Technology, Una, NIT Campus, Hamirpur- 177005 so as to reach on or before 01.10.2018 upto 5:30 P.M. by Speed Post/ Registered Post only.

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GENERAL INSTRUCTIONS/ INFORMATION TO CANDIDATES

1. The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.
2. Candidates should carefully fill up all the details required in the application form including age, Educational Qualification, details of valid Community/ PwD Certificates, the details of the payment, etc., as no correspondence regarding change of details will be entertained after last date for submission of application. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
3. Candidate should pay a non-refundable application processing fee of Rs.1000/- for each application through Demand Draft. The fee for SC/ST candidates is Rs.250/- for each post. No fee is required for PwD and women candidates. Payment in the form of Demand Draft will be accepted in favour of The Director, IIT, Una Payable at Hamirpur (HP).
4. Candidates should submit self-attested photocopies of required certificates and other documents, in support of their claims in the applications such as age, community (in the prescribed format), educational qualifications, experiences, etc., along with the application.
5. The prescribed essential qualifications/ experiences indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test/Interview.
6. Any experience gained after the minimum qualifying degree will only be taken into consideration.
7. Applicants should send **two testimonials/ conduct certificates** from persons intimately acquainted with their work and character. If the applicant is in employment, then testimonials from the most recent employer or immediate superior as a referee must be submitted.
8. The Institute reserves the right to restrict the number of candidates called for written/ skill test/interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
9. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
10. The number of vacancies indicated in the notification is tentative. The institute reserves the right not to fill any or all posts advertised and to reject any or all applications without assigning any reason.

11. The details regarding qualification/experiences, etc., are taken from the recruitment rules for Non-teaching staffs of NITs notified by the MHRD. However, any modification in the Recruitment Rules notified by MHRD will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OMs issued by MHRD from time to time.
12. Candidates employed in Government and Semi- Government Organization, Public sector Undertakings, autonomous bodies of Govt. of India or the State Government must apply through their present employer. If they anticipate unavoidable delay in their applications, they may submit advance copies of their application directly to **The Director Indian Institute of Information Technology Una NIT Campus, Hamirpur 177005** which will be considered provisionally. Candidates will be allowed to appear for the interview only if the applications are duly forwarded (proper channel) by the employer.
13. Candidate shall have to produce original documents at the time of appearing for test/Interview.
14. The qualification prescribed should have been obtained from recognised University/ Institutions.
15. No TA/DA shall be paid to the candidates attending the Written Test/Skill Test/Interview except PwD candidates who will be reimbursed up to III- Tier AC by the shortest route as per Institute norms.
16. Applications received through E-mail/ incomplete/ not on prescribed format/ without application fee/ without self-attested copies of relevant documents / not through proper channel will not be considered.
17. Candidates shortlisted for Test/Interview will be informed through IITU Website (www.iiitu.ac.in) and through email of the applicant given in the application form.
18. Any dispute with regard to selection process will be subject to court/ tribunal having jurisdiction over Hamirpur/ Una.
19. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. **Interim enquiries will not be entertained.** If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/ terminated.
20. The age limit as on 01.10.2018 (last date for submission of application) is indicated for each post.
21. The Institute follows the reservation norms as per GoI rules for SC/ST/OBC/PwDs.

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22. The applications for deputation should be routed through proper channel with ACRs of last three years. Vigilance clearance certificate and copies of testimonials should also be furnished.
23. The copy of the application form duly signed and enclosed with the Self-Attested photo-copies of certificates/ testimonials, etc., should reach the Director, Indian Institute of Information Technology, Una, NIT Campus, Hamirpur- 177005 by Speed Post/ Registered Post on or before 01.10.2018 upto 5:30 PM superscribing on the cover APPLICATION FOR THE POST OF _____
The Institute shall not be responsible for postal delays, if any.
24. The written test and interview will be held in Indian Institute of Information Technology, Una, NIT Campus, Hamirpur- 177005.
25. Candidates are advised to visit Institute website www.iiitu.ac.in periodically for updates regarding recruitment process.

DIRECTOR

ANNEXURE– II: Qualification, Age, Experience

S. No.	Name of the Post	Age Limit as on 01/10/2018	Educational and Other Qualifications / Experience
1.	Superintendent	Not exceeding 30 years (Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government)	<p><u>Essential:</u></p> <p>i) First Class Bachelors Degree or its equivalent from a recognized University or Institute in any discipline (in universities without a system of honours degree with equivalent number of courses)</p> <p>Or</p> <p>i) Master's Degree from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications, viz., Word processing, Spread Sheet.</p> <p><u>Deputation (including short term Contract):</u></p> <p>Officers of the Central/ State Govt. or similar organized services/ semi-Govt./ PSU/ autonomous organization/ University/ Institute of national importance:</p> <p>a) i) holding analogous post; ii) 2 years regular service with Grade Pay of Rs.4200/- as Superintendent or its equivalent post.</p> <p>b) Possessing educational qualification and experience as prescribed above.</p>
2.	Assistant Registrar	Not Exceeding 35 years (Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government)	<p><u>Essential:</u></p> <p>Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/ Institute.</p> <p>Or</p> <p>Employees of the Institute serving as Superintendent (SG-I) PB-2 with GP Rs.5400/- or Superintendent (SG-II) PB-2 with GP Rs.4800/- or Private Secretary (NFG) PB-2 with GP Rs.5400/- or Private Secretary PB-2 with GP Rs.4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR).</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management/ Engineering/ Law.</p> <p>ii) Experience of working in E-Office System.</p> <p>iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).</p> <p><u>Deputation (including short Contract):</u></p> <p>Officers from the Central/ State Government or Institute of national importance or Universities/ University level Institution or Govt. laboratory or PSU</p> <p>a) Holding analogous post and</p> <p>b) Possessing educational qualification and experience as prescribed above.</p>

3.	Scientific Officer	Not Exceeding 35 years (Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government)	<p>Essential:</p> <p>i) B.E./ B.Tech. / M. Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.</p> <p>OR</p> <p>ii) Employees of the Institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or higher in the institute.</p> <p>Desirable:</p> <p>a) Work experience in relevant field, e.g., maintenance of Scientific equipment, system administration, software development in fabrication and support to research.</p> <p>b) Candidates with Ph.D. in the relevant field shall be preferred.</p> <p>Deputation (including short Contract):</p> <p>a) Officers of the Central/ State/ PSU/ Statutory or Autonomous organization or University Institution of National Importance:</p> <p>i) Holding analogous post or</p> <p>ii) in the Grade Pay of Rs.4600/- with 7 years of service</p> <p>b) Possessing educational qualification and experience as prescribed above.</p>
4.	Executive Engineer (On Deputation)	Not exceeding 55 Years.	<p>Deputation (including short term Contract)</p> <p>Officers of the Central PWD / State Govt. s or similar services / semi-Govt. / PSU / Statutory or Autonomous Organization, University / Institution of national importance etc:-</p> <p>a) i) Holding analogous post or</p> <p>ii) With at least 4 years regular service as Assistant Executive Engineer Or Assistant Engineer in PB-2 with GP of Rs.4600/- with regular service of 7 years in the grade and have successfully completed 2 week course on Contract Law, E-Governance, Building Bye-laws and Building Electrification as per 6th CPC or equivalent; and</p> <p>b) Educational qualification and experience.</p> <p>Essential:</p> <p>i) First class Bachelor's Degree in Engineering (Electrical / Civil) or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/ Institute.</p> <p>ii) 4 Years experience in relevant field as Assistant Executive Engineer (in PB- 3 and GP of 5400/-) from CPWD/ State PWD or similar organized services / Semi -govt./ PSU/ Statutory or Autonomous organization/ Universities / reputed Institute or organizations under Central/ State Govt.</p> <p>Desirable:</p> <p>i) Knowledge of Computer-aided Design (CAD) and latest Management Technology/ other relevant software.</p> <p>ii) Proven track record of handling projects/ works in reputed organization of relevant magnitude and qualities.</p> <p>iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or</p>

			civil engineering, Designing and estimation, construction management etc, as relevant to the profession.
5.	Registrar	Not exceeding 57 Years. {Deputation (including short term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.}	<p><u>Deputation (including short term Contract):</u> Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:- i) Holding analogous post or ii) a) With at least 3 years' service in post in PB-4 with GP pay Rs.8700/- as per VI CPC or its equivalent, b) Educational qualification and Experience.</p> <p><u>Essential:</u> Masters degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.</p> <p><u>Desirable:</u> i) Qualification in area of Management / Engineering / Law. ii) Experience in computerized administration/ legal/ financial/ establishment matters.</p> <p><u>Experience:</u> i) At least 15 years experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with 3 years experience in educational administration, or ii) Comparable experience in research establishment and /or other institutions of higher education, or iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs.8700/-) or equivalent.</p>

Note:

Relaxation of age, reservation etc., is admissible as per Govt. of India norms.