IIIT
NAYA RAIPUR

Dr. Shyama Prasad Mukherjee
International Institute of Information Technology
Naya Raipur – 492 002

Invitation for Applications for Administrative Positions on All India Basis

Recruitment Notice No. 7/2016

Invitation

Applications are invited for the following positions:

S No	Name of Post	Category-wise Number of Positions	Pay Scale
1.	Deputy Registrar	01 (UR:1)	Pay Band 3 (₹ 15,600-39,100), with Grade Pay of ₹ 7,600/-
2.	Assistant Registrar	01 (UR:1)	Pay Band 3 (₹ 15,600-39,100), with Grade Pay of ₹ 5,400/-
3.	Assistant Librarian	01 (UR:1)	Pay Band 3 (₹ 15,600-39,100), with Grade Pay of ₹ 5,400/-
4.	Junior Engineer (Civil)	01 (UR:1)	Pay Band 2 (₹ 9,300-34,800), with Grade Pay of ₹ 4,200/-

Reservation of Positions

At the time of recruitment, the provisions of the Chhattisgarh Public Service (Scheduled Castes, Scheduled Tribes and Other Backward Classes Reservation) Act, 1994 (No.21 of 1994) and the directions Issued by the General Administration Department of the State Government from time to time, shall be applicable.

The reservation table below gives the distribution for the number of positions listed above:

S No	Name of Post	Reservation			
		Unreserved	Scheduled Tribes	Scheduled Castes	Other Backward Classes
1.	Deputy Registrar	01	00	00	00
2.	Assistant Registrar	01	00	00	00
3.	Assistant Librarian	01	00	00	00

4.	Junior Engineer (Civil)	01	00	00	00

Eligibility Conditions / Educational Qualifications

S No	Name of Post	Qualifications, Experience and Age Limit
1.	Deputy Registrar	a. Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. b. Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable – Degree in Management and LL.B, knowledge of Computer. Candidate should be below 52 years of age.
2.	Assistant Registrar	a. Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. b. Degree in Management or LL.B, knowledge of Computer, knowledge of GoI rules. Familiarity with working in a higher technological / educational institution. c. Three years of experience as Section Officer and its equivalent grade in PB-II with Grade Pay of Rs.4600/- in administrative / finance preferably in educational institutions. Candidate should be below 45 years of age.
3.	Assistant Librarian	a. Master's Degree in Library Science / Documentation Science / Information Science with at least 55% marks or an equivalent grade in a grade point scale. b. Minimum One year experience in Library management. c. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC d. Candidates having Ph.D. degree may be exempted from condition (c) Candidate should be below 45 years of age.
4.	Junior Engineer (Civil)	Diploma in Civil Engineering 3 years of experience in relevant area in National Institute Desirable : • Knowledge of computer applications • On site experience in supervision of execution of Civil works in institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination.

		• Knowledge of estimation, basic interpretation of structural design / drawing and detail drawings and billing for civil works • Capable of assistance in running, repair, maintenance, operations of civil works and execution of minor addition alteration works. Candidate should be below 45 years of age.

How to apply:

Interested candidates should submit their applications online using the portal http://www.iiitnr.ac.in from 09 November, 2016.

Instructions and Other Terms and Conditions

1. Allowances and other terms and conditions of service shall be as decided by the Institute from time to time, subject to any directions, guidelines etc. of the State Government. On-campus accommodation shall be offered as per availability and allotment process decided by the Institute. Medical facility shall also be provided as per Institute's policy.

2. Recently retired officers in the Government sector may also apply. They may be considered for appointment on contract for a suitable period.

3. The candidates selected, shall be appointed on probation for two years.

4. The number of positions is likely to change. The Institute reserves the right to fill or not to fill any or all positions.

5. Application has to be made online only. Applications made by any other mode will be outrightly rejected.

6. Online applications can be submitted till 17:00 hrs, December 04, 2016.

7. All eligibility conditions / educational qualifications must be fulfilled / acquired on or before the date of advertisement.

8. Candidates applied earlier need not apply again unless they have enhanced their qualification.

9. For any query or clarification etc., please contact at email id: recruitment@iiitnr.ac.in.