



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD

ESTABLISHMENT SECTION

VACANCY IN ADMINISTRATIVE CADRE

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Advt. No. Estt./Open Recruit/Reg-01/2023

Dated: 5th October 2023

IIIT Allahabad is an Institute of national importance declared under the act of Parliament to provide for Education and Research in IT focused and allied branches of Engineering, Technology, Applied Sciences & Management studies. The Institute is in search of suitable Indian National for appointment on the following post:

Sl. No.	Name of the Post (s)	No. of Vacancy						Pay Matrix Level (as per 7 th CPC)
		SC	ST	OBC (NCL)	UR	PwD	Total	
1	Registrar	-	-	-	01	-	01	Level-14
	Total	0	0	0	01	0	01	

Other than the total salary (which includes Pay in the Pay Matrix Level, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible for above post.

Maximum Age Limit (Group/Post-wise)	Group A	Sl. No. 1	59 years
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➤ Relaxation in upper age limit will be granted to the reserved categories as per Gol.

Mode of Appointment: Direct Recruitment / On Deputation / On Contract for a tenure of upto 05 years, in any case, or till attaining the age of 62 years, whichever is earlier or as fixed by Gol, by orders issued in this regard from time to time.

The essential, desirable qualifications and experience for the above post are as under:

Essential	<p>Qualification: A Postgraduate degree with at least 55% marks or its equivalent grade. Experience: At least 15 years' of experience as Assistant Professor in the pay matrix level-11 as per 7th CPC (or equivalent) and above. OR 08 years of service in the pay matrix level-12 as per 7th CPC and above including as Associate Professor along with experience in educational administration. OR 15 years of administrative experience, of which 08 years as Deputy Registrar in pay matrix level-12 as per 7th CPC or an equivalent post. Note: Appropriate regulations of UGC/MoE issued from time to time shall apply for Educational qualification and experience prescribed above.</p>
Desirable	<p>i) Ph.D. Degree in Engineering/Technology/Management from a reputed Institution. ii) Familiarity with administrative practices, financial matter, human resource management, statutory functions and academic activities at Autonomous Educational Institutes.</p>

GENERAL INSTRUCTIONS TO THE CANDIDATES

- Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given above of this advertisement, if suitable PwDs are available.
- The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for presentation / seminar / interview, by putting certain criteria.
 - Merely fulfillment of qualifications does not entitle a candidate to receive a call for the presentation / seminar / interview.
 - The Institute reserves the right not to fill up the post, cancel the Advertisement in whole or in part, at any stage of recruitment process without assigning any reason and its decision in this regard shall be final.
- The SC/ST and OBCs-NCL are required to attach a copy of the Caste Certificate with the application in the format prescribed by the Govt. of India,
 - OBC (Non-Creamy Layer) Certificate shall be obtained and submitted by the candidate issued on or after 01.04.2023.**
 - The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC and PwDs. Central Govt. approved list of SC, ST and OBC categories as applicable at IIIT Allahabad.

4. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever.
5. (a) The Institute reserves the right to relax any of the qualifications / experience in exceptional cases.
(b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
6. The date of determining the eligibility of all candidates in every respect shall be the normal closing date of Advt.
7. The selection process will consist of Presentation / Seminar & Interview.
8. Those candidates who will be shortlisted for the interview will be paid to & fro journey fare by direct shortest route on submission of tickets in original as under:

Group-A post at Sl. No. 1

AC-II (Rajdhani Exp. Also) / Chair car in Shatabdi Exp.

9. (a) The applicants shall be required to pay following application fee through the options of net banking and debit/credit cards, etc. In addition to application fee; 18% GST is also chargeable on application fees.

Group-A posts at Sl. Nos. 1

Rs. 1180/- (including GST)

Note: Candidates belonging to SC / ST / PwD & Ex-Serviceman will not require to pay any application fee.

- (b) The fee once paid will not be refunded or re-adjusted under any circumstances.
 - (c) No other mode of payment will be accepted except online payment; and such applications will be rejected forthright and the payment made shall stand forfeited.
- 10 **All the candidates who had applied earlier and were shortlisted against the advt. no. Estt./OpenRecruit/Reg-02/2021 dated July 27, 2021 will be considered but they need to apply afresh, however, with the exemption from payment of fees.**

11. (a) The candidates are required to apply **ONLINE** only from 10:00 a.m. on **06.10.2023 to 05.11.2023** up to the midnight of 23:59 hrs. **Written or typed applications sent in hard copies only, shall not be entertained in any case.**
 - (b) For submission of application through online mode, please visit Institute's website link:
<https://apply.iiita.ac.in/application/authenticate/nonteachingjob/>
 - (c) The print out of completed applications along with all relevant supporting documents duly self attested must reach the Institute on or before 10.11.2023 through Speed Post or Registered Post.
 - (d) Incomplete applications or without relevant supporting enclosures or if received after closing date, i.e. 10.11.2023, will be summarily rejected and no further query will be entertained.
 - (e) Person serving in Govt./ Semi-Govt. / PSUs / IITA should also apply online and send the print out of completed application form along with all relevant supporting documents and transaction slip with date, duly self attested, THROUGH PROPER CHANNEL. However, they may produce the NOC from their organizations at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her, (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected. List of Major/Minor penalties, if any, imposed during the last 10 years may be asked to submit at any time. Such persons are also advised to send an advance copy of their application, if applicable.
 - (f) The envelope containing complete application should be superscribed as **"Application for the post of Registrar"** and must be sent to **Joint Registrar (Estt.), Establishment Section, Administration Extension-II Building, East Wing, IIIT Allahabad, Deoghat Jhalwa, Prayagraj - 211015 (U.P.) INDIA.**
12. (a) Institute will not be responsible for any postal delay.
 - (b) Interim correspondence will not be entertained or replied to.
 - (c) Any attempt to influence will lead to disqualification of candidature.
13. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIIT Allahabad, shall be final.

14. **Appointment is subject to the outcome of writ petition no. 20794 of 2022.**

15. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Prayagraj and courts/tribunals/forums at Prayagraj only shall have sole and exclusive jurisdiction to try and such cause /dispute.

In case of any difficulty on filling online application form, please contact the following officials: 0532-2922042 (abhinaba@iiita.ac.in)

Copy forwarded to:

- (a) Directorate
- (b) Notice Board
- (c) Institute Website

Registrar(Act.)