



Indian Institute of Information Technology, Surat

भारतीय सूचना प्रौद्योगिकी संस्थान, सूरत
SVNIT Campus, Ichchhanath, Surat – 395007, Gujarat, India
एसवीएनआईटी कैंपस, इच्छानाथ, सूरत - 395007, गुजरात, भारत

Advt.No.: IIITSurat/EST/R/2019-20/02

Date 20-08-2019

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSITION

IIIT-Surat invites applications from Indian Nationals for filling up the non-teaching positions. The pay scales as per 7th CPC are given below:

1. Deputy Registrar :7th CPC Level-12, (Rs. 78800 – Rs. 209200)
2. Junior Assistant :7th CPC Level-3 (Rs. 21700 – Rs. 69100)
3. Junior Assistant (Lab) : 7th CPC Level-3 (Rs. 21700 – Rs. 69100)
4. Library Information Assistant : 7th CPC Level 6 (Rs. 35,400- Rs. 1,12,400)

All qualification and experience will be considered as on date of advertisement. The general details regarding required basic qualifications, essential qualification and experience for each of the above posts are given in Annexure-I.

The last date for receiving softcopy of application through email: 23-09-2019.

The last date for receiving hardcopy of application by post/in person: 26-09-2019, 5:30 PM

GENERAL INSTRUCTIONS

1. Candidates may download this notification, application form, required qualifications, experience etc. from the website: www.iiitsurat.ac.in. The duly filled Application along with supporting documents should be sent by superscribing envelop as “**Application for non-teaching position**” by speed post/in person to:

Director
Indian Institute of Information Technology, Surat
SVNIT Campus, Ichchanath,
Surat – 395007
Gujarat

2. The softcopy of duly filled application form along with scanned supporting documents (**pdf format only**) may be sent to Email: recruit@iiitsurat.ac.in. However, non-receipt of hard copy will result in rejection of the application.
3. A processing fee of Rs.500/- (Rs.250/- for SC/ST/PwD) is applicable to all candidates. This amount may be paid through demand draft drawn in favour of **Indian Institute of Information Technology Surat**, payable at State Bank of India in Surat. The amount may also be paid through SBI Collect, and the receipt shall be enclosed with the application.

4. Constitutional provision of reservation shall apply as approved by the Board as per the Government of India directives from time to time
5. Probationary period of 2-years is applicable to all regular appointments from the date of joining the institute.
6. Candidates working in Govt. organizations either shall get their application forwarded through proper channel or shall submit a "No Objection Certificate" from their employers at the time of interview, if shortlisted.
7. Submission of application does not provide right to be called for interview. If a candidate is called for interview, 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 interview or who are not selected after interview, indicating the reasons for rejection. Institute has the option to limit the number of candidates called for interview considering number of positions to be filled in, etc.
8. Possession of essential qualification and experience does not guarantee candidate to be called for interview. Institute has authority to limit number of candidates to be called for interview based on qualification, experience and requirement.
9. Incomplete applications, printed applications submitted without signature on each page, applications which are not clearly legible, applications submitted without self-attested supporting documents, and processing fee will not be placed before Scrutiny Committee and the same will be treated as rejected.
10. The candidates for Junior Assistant and Junior Assistant (Lab) have to appear for an entrance test on a date that will be notified later. The result of the entrance test will be notified in the website.
11. No Correspondence whatsoever will be entertained from the candidate regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection. The relevant information will be available in the website of the institute.
12. The Recruitment Process may be cancelled by the Competent Authority at any time and no candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the selection (interview) committee.

Director

Annexure - I

Recruitment Rules for the post of Deputy Registrar

1.	Name of the post	Deputy Registrar	
2.	Number of posts	As per sanctioned strength	
3.	Classification	Group-A	
4.	Scale of pay (Grade Pay, Band Pay)	6 th CPC	PB-3 Rs.15600- Rs.39100 with grade pay of Rs.7600/-
		7 th CPC	Level – 12 (Rs. 78800 – Rs. 209200) <i>After 5 years of regular service, Deputy Registrar shall move to Level-13 (GP of 8700/-) and re-designated as joint Registrar</i>
5.	Whether selection Post or non-Selection Posts	Selection	
6.	Age limit for direct recruitment	Not exceeding 50 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.	
7.	Educational and other qualifications required for direct recruits	<p>Essential Master's degree in relevant discipline with minimum 55% marks or equivalent grade point average with relevant experience of at least 5 years as Assistant Registrar or in a post in PB-3 with GP of Rs. 5400 and above or equivalent in one or more of the following areas: Accounting, Auditing and Financial procedures/Administrative matters including legal, recruitment, establishment/Academic matters such as conduct of examination, maintenance of students records, award of scholarship, degree etc./Material Management, Procurement & Accounting of Material, Import Procedure, Stores Accounting, Stock Verification etc.</p> <p>Desirable Demonstrated ability to supervise computerized administration. Familiarity and knowledge with working procedures of a higher technological/educational Institution like Universities/ IITs/NITs and Central Government Institutions.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Qualifications and Experience: As per row 7.	
9.	Period of probation for direct recruits	2 years	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct recruitment or deputation, 25% by promotion.	
11.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	<p>Deputation/Contract Basis: Officers under the Central/State Governments / Universities / University level Institution or Institute of National Importance or PSU/Industry: i) Holding Analogous post. ii) Qualification & experience as per Row 7</p>	
12.	If DPC exists, what is its composition	As per the acts and Statutes of the Institute	
13.	Remarks		

Recruitment Rules for the post of Junior Assistant (Office)

1.	Name of the post	Junior Assistant	
2.	Number of posts	As per sanctioned strength	
3.	Classification	Group-C	
4.	Scale of pay (Grade Pay, Band Pay)	6 th CPC	PB: 1 (Rs.5,200 – 20,200/-) with Grade pay of Rs. 2000/-
		7 th CPC	Level-3 (Rs. 21700 – Rs. 69100) <i>Upgradation to be assessed by the DPC as constituted by the institute for the purpose: After 5 years of regular service, Junior assistant shall move to Level-5 with same designation.</i>
5.	Whether selection Post or non-Selection Posts	Selection	
6.	Age limit for direct recruits	Not more than 27 years	
7.	Educational and other qualifications required for direct recruits	Essential Qualification: Bachelor's degree with proficiency in computer office applications like MS word, MS excel etc., Computer typing skill of 35 wpm with an average of 5 key depressions for each word.	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Educational qualification as per row 7.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment with written test.	
11.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable	
12.	If DPC exists, what is its composition	As per Acts and statutes of the Institute	
13.	Reservation	As per Govt. of India guidelines	

Recruitment Rules for the post of Junior Assistant (Labs)

1.	Name of the post	Junior Assistant (Labs)/Junior Technician	
2.	Number of posts	As per sanctioned strength	
3.	Classification	Group-C	
4.	Scale of pay (Grade Pay, Band Pay)	6 th CPC	PB: 1 (Rs.5,200 – 20,200/-) with Grade pay of Rs. 2000/-
		7 th CPC	Level-3 (Rs. 21700 – Rs. 69100) <i>Upgradation to be assessed by the DPC as constituted by the institute for the purpose: After 5 years of regular service, Junior Assistant (Lab) shall move to Level-5 with same designation.</i>
5.	Whether selection Post or non-Selection Posts	Selection	
6.	Age limit for direct recruits	Not more than 27 years	
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification: Bachelor's Degree in Engineering/Diploma in Engineering of three years duration in appropriate field from recognized university/institute.</p> <p>Desirable: B.E. in computer science and engineering/Electronics and communication engineering. Knowledge of Computer applications and advanced electronic instruments in the laboratory.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Educational qualification as per row 7.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment with written test	
11.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable	
12.	If DPC exists, what is its composition	As per Acts and statutes of the Institute	
13.	Reservation	As per Govt. of India guidelines	

Recruitment rule for Library Information Assistant

1.	Name of the post	Library Information Assistant	
2.	Number of posts	As per sanctioned strength	
3.	Classification	Group-B	
4.	Scale of pay (Grade Pay, Band Pay)	6 th CPC	PB-2 (Rs. 9300 - 34800) with GP Rs. 4200
		7 th CPC	Level 6 (Rs. 35,400- 1,12,400)
5.	Whether selection Post or non-Selection Posts	Selection	
6.	Age limit for direct recruits	Not more than 30 years	
7.	Educational and other qualifications required for direct recruits	<p>Essential Qualification: B. Lib. or B. Lib. Info. Sc. or equivalent degree with at least 55% of marks or its equivalent CGPA grading with at least 5 years of experience in a library/Computerization of library after the qualifying degree.</p> <p>Desirable: Master degree in Library/Information Science or equivalent, the normal duration of Master's programs would be counted towards experience.</p>	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Educational qualification as per row 7.	
9.	Period of probation, if any	2 years	
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment	
11.	In case of recruitment by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable	
12.	If DPC exists, what is its composition	As per Acts and statutes of the Institute	
13.	Reservation	As per Govt. of India guidelines	