



Advt. No: IIITSurat/E/R-NF/2020-21/01

Date: 20-09-2020

## ADVERTISEMENT FOR RECRUITMENT OF NON-FACULTY POSITIONS

IIIT Surat is an Institute of National Importance created by MHRD, Government of India in 2017. Presently, the Institute is in the campus of SVNIT, Surat. To cater the Institute's requirement, the Institute is looking for dynamic, experienced and qualified professionals who can grow in line with the Institute. IIIT Surat invites applications from the eligible Indian Nationals for the following non-faculty positions on direct recruitment basis:

Sl. No.	Name of the Post	Vacancies				Pay Level (as per 7 <sup>th</sup> CPC)
		Total	UR	OBC (NCL)	SC	
1	Deputy Registrar (Admin)	01	01	--	--	Level 12 (₹78,800-₹2,09,200)
2	Assistant Executive Engineer (Civil/Architect)	01	01	--	--	Level 10 (₹56,100-₹1,77,500)
3	Junior Engineer (Civil/Architect)	01	01	--	--	Level 6 (₹35,400- ₹1,12,400)
4	Junior Technician (Systems)	01	01	--	--	Level 3 (₹21700-₹69100)
5	Junior Assistant (Office)	04	05	02	01	Level 3 (₹21700-₹69100)
6	Junior Assistant (Labs)	04				

Last date for submission of online application form: **20-10-2020**

Qualification, experience and age limit applicable for above posts are given below:

### 1. Deputy Registrar (Admin)

Classification	<b>Group-A</b>
Age limit	<b>Not exceeding 50 years</b>
Educational and other qualifications	<b>Essential Qualification</b> Master's degree in relevant discipline with minimum 55% marks or equivalent CGPA with relevant experience of at least 5 years as Assistant Registrar or in a post in PB-3 with GP of ₹5400/- and above or equivalent administrative position in one or more of the following areas: Administrative matters including legal, recruitment, establishment/Academic matters such as conduct of examination, maintenance of students records, award of scholarship, degree etc./Material Management; Accounting, Auditing and Financial procedures, Procurement & Accounting of Material, Import Procedure, Stores Accounting, Stock Verification etc. <b>Desirable</b> Demonstrated ability to supervise computerized administration and accounting. Working experience and knowledge with administrative procedures of Technical Institutes/Universities/ IITs/NITs/IISERs/ UGC etc., and similar Institutes established by Central Government.
Period of probation for direct recruits	2 years

In case of recruitment by deputation grades from which deputation to be made	<b>Deputation Basis:</b> Officers under the Central/State Governments / Universities / University level Institution or Institute of National Importance or PSU/Industry: i) Holding Analogous post. ii) With Qualification & experience same as given under essential qualifications
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## 2. Assistant Executive Engineer (Civil/Architect):

Classification	<b>Group A</b>
Age limit for direct recruitment	45 years
Educational and other qualifications required for direct recruitment	M.E/M.Arch. in the relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience.  OR B.E/B.Arch. in the relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience.
In case of recruitment by deputation grades from which deputation to be made.	Degree in Engineering in relevant branch with 8 years of experience as Assistant Engineer in Pay Matrix Level 7 (Pre-revised PB-2: GP ₹4600/-).

## 3. Junior Engineer (Civil/Architect):

Classification	<b>Group B</b>
Age limit for direct recruitment	35 years
Educational and other qualifications required for direct recruitment	Bachelor's Degree in Engineering in Civil/Architect with at least 60% marks or equivalent CGPA from a recognized University/ Institution with 5 years of relevant experience.  OR Three-year Diploma in Engineering in relevant branch with 60% marks or equivalent CGPA from a recognized University/Institution, and with 8 years of relevant experience.

## 4. Junior Technician (Systems):

Classification	<b>Group C</b>
Age limit for direct recruitment	32 years
Educational and other qualifications required for direct recruitment	B.Sc. (CS) / BCA / Diploma in Computer Engineering/Computer Network Technology/ Information Technology with at least 60% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience.

## 5. Junior Assistant (Office)

Classification	<b>Group-C</b>
Age limit for direct recruits	Not more than 35 years
Educational and other qualifications required for direct recruits	<b>Essential Qualification:</b> (1) Bachelor's degree in science/commerce/ Engineering with at least 50% in aggregate or equivalent CGPA from a recognized university/Institute.

	<p>(2) Minimum of 2 years of relevant experience of working in the offices of government/semi-government/private organization/Institute/University on regular/temporary basis.</p> <p>(3) Proficiency in computer office applications like MS word, MS excel etc., Computer typing skill of 35 wpm.</p>
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## 6. Junior Assistant (Labs):

Classification	<b>Group-C</b>
Age limit for direct recruits	Not more than 35 years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualification:</b></p> <p>(1) Bachelor's Degree in Engineering/Diploma in Engineering of three-year duration in appropriate field (Computer Science and Engineering or Electronics and Communication Engineering) from a recognized university/institute with not less than 55% in aggregate or equivalent CGPA.</p> <p>(2) Minimum of 3 years of relevant experience in a recognized Institute/University on regular/temporary basis.</p> <p><b>Desirable:</b> B.E./B.Tech. in Computer Science and Engineering/ Electronics and Communication Engineering. Knowledge of Computer applications and advanced electronic instruments in the laboratory is essential.</p>

## 7. Relaxation in Age:

<ol style="list-style-type: none"> <li>1. For SC Category – 5 Years against reserved posts only.</li> <li>2. For OBC (NCL) Category - 3 Years against reserved posts only.</li> </ol>
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## 8. General Instructions:

1.	Probationary period of 2 years from the date of joining is applicable for all the posts.
2.	Though all the above-mentioned posts form part of regular vacancies, appointment can also be made on Deputation or Contract basis on agreement. Candidates who wants to consider their application for deputation/contract only, should mention the same and submit their application through proper channel.
3.	Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained must be from a recognized University/Institute. Eligibility in terms of age, qualification and experience of a candidate for the post applied shall be considered as on the <b>last date of closing of online interface</b> .
4.	The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test(s) and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test(s) and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test(s) and/or Personal Interview to a reasonable limit, based on Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences. Wherever experience is sought in Grade Pay as per 6 <sup>th</sup> CPC, experience obtained in the corresponding pay level under 7 <sup>th</sup> CPC is also applicable.

5.	<p>Candidates should tender application fee of ₹400/- (Rupees four hundred only) payable through internet bank transactions. Persons with Disabilities (PWD) with minimum 40% disability, SC, ST candidates are required pay ₹200/- as application fee. The Bank details of IIIT Surat are as below:</p> <p>Account Number: <b>38303120074</b>  IFSC Code: <b>SBIN0003320</b>  Owner of the Account: Indian Institute of Information Technology, Surat  Name of the Bank: State Bank of India  Branch: SVRCET branch, SVNIT Campus, Surat – 397005</p> <p>The UTR number should be provided in the online application. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited.  <b>Attach the bank payment receipt along with the biodata.</b></p>
6.	<p>The number of vacancies indicated in the notification is tentative. IIIT Surat reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIIT Surat reserves the right not to fill any of the posts advertised.</p>
7.	<p>The appointment of the Selected candidates is subject to being found medically fit as per the requirements of the Institute.</p>
8.	<p>The Institute reserves the right to:</p> <p>(a) Hold Written Test and/or Skill Test and/or Personal Interview and/or any other form of test for selection, wherever circumstances so warrant;</p> <p>(b) Withdraw any advertised post(s) at any time without giving any reason. The number of vacancies may change.</p>
9.	<p>Screening test/Trade test/Physical test and Computer proficiency test may be conducted for shortlisting as per the nature of the post. Final selection will be done based on performance in written test for post(s) other than Group ‘A’ positions. A candidate is required to obtain minimum 45% marks (40% mark for post reserved for SC category) in the written test to be eligible for final selection.</p>
10.	<p>The persons applying for more than one post must use separate Application Form for each post and pay the application fee separately.</p>
11.	<p>Applicants seeking reservation benefits available for SC and OBC (NCL) and EWS must be in possession of the certificates in the format prescribed by the Government of India in support of their claim at the time of application. PWD applicants claiming age relaxation are required to attach the Disability Certificate, in the format prescribed by the Government of India.</p>
12.	<p>Applicant should upload self-attested copies of certificate(s)/document(s) on google online application in support of their claim regarding qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization’s letter head, bearing the date of issue, specific period of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. Original certificates should be produced at the time of selection process as well as while joining.</p>
13.	<p>Persons serving in Central/State/Semi-Government Organizations, Autonomous Body, Public Sector Undertakings etc. must apply through proper channel and such candidates are required to upload the NOC along with other relevant documents, failing which such persons shall be required to produce NOC before appearing for the selection process. Further, it is also required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.</p>
14.	<p>Incomplete application form, without the self-attested copies of all relevant certificate(s)/document(s) are liable to be summarily rejected. All the details furnished in the online application will be treated as final and no changes will be entertained. The responsibility of entries in the application form lies with the Applicant.</p>

15.	Applicants are advised to mention their correct and active email ID in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
16.	In case of any corrigendum/addendum pertaining to this advertisement, the same will be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to keep track of Institute Website.
17.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the Applicants.
18.	After joining the service of the Institute, the persons must abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
19.	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.
20.	No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of test(s) and reasons for not being called for test (s).
21.	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
22.	In case of any dispute/ambiguity that may be occur in the process of selection, the decision of the Institute shall be final.
23.	For a query related to submission of online application, applicant may send email on <a href="mailto:recruit@iiitsurat.ac.in">recruit@iiitsurat.ac.in</a> . However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.

**APPLY**

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