



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT

भारतीय सूचना प्रौद्योगिकी संस्थान सोनीपत

(An Autonomous Institute of National Importance under Act of Parliament)

Official Address: MBA Department Building, NIT Kurukshetra- 136119

Phone: +91 1744 233189, Email:sonepatiit@gmail.com, website: www.iitsonapat.ac.in

Advertisement for Non-Teaching Positions

Advt. No. IIITSNP/RECT/2020/02

Dated: 18/11/2020

Indian Institute of Information Technology, Sonapat is an Institute of National Importance established under an Act of Parliament (23 of 2017) in Public-Private-Partnership (PPP) model of Ministry of Education, Government of India. The Institute is in search of suitable Indian Nationals for the appointment on the following posts.

Sr No	Non-Teaching Post	No of Vacancies							Level (7 th CPC)
		SC	ST	OBC	UR	PWD	EWS	Total	
1.	Registrar	-	-	-	01	-	-	01	In the Level 14 of Pay Matrix Rs 144200 – 218200
2.	Assistant Registrar	-	-	-	01	-	-	01	In the Level 10 of Pay Matrix Rs 56100 – 177500
3.	Technical Officer	-	-	-	01	-	-	01	In the Level 10 of Pay Matrix Rs 56100 – 177500

Mode of Appointment:- Regular

The essential, desirable qualification and experience for the above post(s) as per serial number, areas under:

1. Post : Registrar [01-UR], Group - A

Essential for direct recruitment

Qualification: A postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.
At least 15 years' experience as Assistant Professor in AGP or Rs. 7000/- (or equivalent V CPC Scale) and above or 8 years' of service in the AGP of Rs. 8000/- (or equivalent V CPC Scale) and above including as Associate Professor along with experience in educational administration.

OR

15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 or an equivalent post.

Desirable

Proven ability in administration, preferably in a large educational or research institution, financial or personal management with the capacity to lead administration in a residential R&D institution. Additional degree or diploma in Management or Law. Competence in computer skills and all forms of communication.

	Mode of Appointment	Direct Recruitment Or Deputation Or Contract basis for tenure of upto 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by GoI by orders issued in this regard from time to time.
	Maximum age limit	56 years
2.	Post : Assistant Registrar [01-UR], Group - A	
	Essential for direct recruitment	Qualification: A postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.
	Desirable	<ul style="list-style-type: none"> i. Candidate with experience at the level of Superintendent (Level 7 or above will be preferred). ii. Professional qualification in the area of Management/ Finance & Accounts. iii. Experience in handling Administrative/Legal/Finance/ Store & Purchase/Establishment matters. iv. Knowledge of Govt. rules (FR, SR, GFR, CCS Rules etc.) and experience of Academic Administration.
	Mode of Appointment	Direct Recruitment/Deputation
	Maximum age limit	45 years
3.	Post: Technical Officer [01-UR], Group - A	
	Essential for direct recruitment	Qualification: B.E/B.Tech/M.Sc/MCA first class with 8 years experience or M.E/M.Tech first class with 5 years experience in relevant area.
	Desirable	<ul style="list-style-type: none"> i. Candidates with experience at the level of Technical Superintendent (in PB-2 with GP 4600 or above will be preferred) ii. Experience in the web based applications/software development for an Academic Institute. General programming skill in J2EE/Java spring, Jasper Report, Analyzing Information, Knowledge of Testing Technique. Requirement gathering from different Department. Preparation of the SRS document and creation of the Business Document. Knowledge of SQL database and their backup on Linux/Unix.
	Mode of Appointment	Direct Recruitment/Deputation
	Maximum age limit	45 years

GENERAL INSTRUCTIONS/ INFORMATION TO CANDIDATES

1. The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfill 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 payment, etc., as no correspondence regarding change of details will be entertained after the last date for submission of application. If any of the claims of a candidate is found to be incorrect, it will lead to rejection of his/her candidature.
3. 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.
4. The qualification prescribed should have been obtained from recognized University/Institute.
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. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
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 selected staff members will be required to discharge their duties at Sonapat or as directed by the Competent Authority.
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 applicants without assigning any reason.
11. Candidate shall have to produce original documents at the time of appearing for test/interview.
12. No TA/DA shall be paid to the candidates attending the Written Test/Skill Test/ Interview.
13. 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.
14. Candidates shortlisted for Test/Interview will be informed through email of the applicant given in the application form. Therefore, candidates are advised to mention their correct and active e-mail address in the application form.

15. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. Interim enquires 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.
16. Candidates are advised to visit the Institute website **iiitsonapat.ac.in** periodically for updates regarding the recruitment process. No correspondence whatsoever will be entertained from candidates regards reason for not being called for interview/outcome of interviewed.
17. The recruitment process may be cancelled by the competent authority at any time without assigning any reason and no candidate will have any claim to be called for interview /selection/ or issue of appointment letter.
18. Person serving in Govt. / Semi Govt./ PSUs / Universities / Educational Institutions should send their applications either Through Proper Channel or should furnish a No Objection Certificate from the Competent Authority of the organization serving, at the time of Interview otherwise they may not be allowed for interview. However, they can submit the advance copy of the application form.
19. The reservation for SC/ST/OBC/PwD/EWS is applicable as per GoI norms. Institute also encourages applications from qualified women & minority candidates.
20. Original relevant caste / category certificates are required to be produced at the time of presentation/ interview, if shortlisted.
21. OBC certificate issued on or after April 01, 2020 shall only be considered for reservation under OBC (Non-creamy layer) category.
22. The Person with Disability (PwD) shall be required to submit the Disability / Medical Certificate in the prescribed form issued by the competent medical authorities for the purpose of employment as per Government of India norms at the time of presentation/ interview. Persons suffering from atleast 40% of the disability shall only be eligible for the benefit of reservation under this category.
23. All Original documents with one set of self-attested copies and four passport size recent photographs of the candidate will have to be produced at the time of interview for verification (if shortlisted).
24. The Institute reserves the right to rectify any discrepancy in the Pay, Pay Level, etc., if found later on.
25. In case of any inadvertent mistake in the process of selection detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidates.
26. The Institute shall verify the antecedents and documents submitted by a candidate at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/ employees at their cost of consequence.
27. Canvassing in any form will lead to rejection of application form.

28. Decision of the Selection Committee and the Governing Body of IIIT Sonapat with respect to the selection process is final. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Sonapat/Kurukshetra.
29. The date of determining the eligibility of candidates in every respect i.e. qualifications, Experience and preferred age limit etc. shall be considered as on the closing date.
30. Candidates belonging to UR/OBC category have to pay non-refundable application processing fee of **Rs. 1000/-** and SC/ST/PwD/EWS/Women candidates have to pay **Rs. 500/-** for each application through crossed Demand Draft. Payment in the form of Demand Draft will be accepted in favour of **“Indian Institute of Information Technology Sonapat” or “IIIT Sonapat”** on any nationalized bank payable at Kurukshetra.
31. 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, Sonapat, MBA Department Building, NIT Campus, Kurukshetra- 136119 by Speed Post/Registered Post on or before **09/12/2020** upto 5:00 PM superscribing on the cover **APPLICATION FOR THE POST OF _____**. The Institute shall not be responsible for any postal delays.