

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY LUCKNOW

## VACANCIES IN ADMINISTRATIVE AND TECHNICAL CADRE

**Advt. No. IIITL/NonTeaching-1<sup>st</sup> 2-Apr/2018**

IIIT Lucknow is an Institute established under public private partnership (PPP) Model by MHRD, UP Govt. & UPLC to provide Education and Research in Information Technology (IT). The Institute is in search of suitable Indian National for appointment on the following posts:

Sl. No.	Name of the Post (s)	No. of Vacancies						Pay Band/Scale/Grade Pay (Pre-revised as per 6 <sup>th</sup> CPC)	Level (7 <sup>th</sup> CPC)
		S C	S T	OB C	UR	PwD	Total		
1	Deputy Registrar	-	-	-	01	-	01	PB-3/15,600-39,100/GP-7,600	12
2	Assistant Registrar	-	-	-	02	-	02	PB-3/15,600-39,100/GP-5,400	10
3	Junior Superintendent	-	-	-	02	-	02	PB-2/9,300-34,800/GP-4,200	6
4	Junior Technical Superintendent	-	-	-	01	-	01	PB-2/9,300-34,800/GP-4,200	6
5	Junior Engineer	-	-	-	02	-	02	PB-2/9,300-34,800/GP-4,200	6
6	Junior Assistant	-	-	-	02	-	02	PB-1/5,200-20,200/GP-2,000	3
7	Junior Technician (Library)	-	-	-	01	-	01	PB-1/5,200-20,200/GP-2,000	3
8	Junior Technician	-	-	-	02	-	02	PB-1/5,200-20,200/GP-2,000	3
<b>Total</b>		-	-	-	<b>13</b>	-	<b>13</b>		

<b>Maximum age limit</b>  (Group/Post-wise)	‘A’	Sl. No. 1	55 years
		Sl. No. 2	45 years
	‘B’	Sl. No. 3,4,5	32 years
	‘C’	Sl. No. 6,7,8	27 years

**Important: Employees of IIITs who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum for 50 years of age for Group-B posts and 55 years of age for Group-A (Grade Pay upto Rs. 7600/-) posts.**

**Mode of Appointments:** - Permanent

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

1	<b>Post : Deputy Registrar [01-UR]</b>	
	Essential	<b>Qualification:</b> A Postgraduate Degree with at least 55% marks or its equivalent. <b>Experience:</b> 05 years administrative experience in a post carrying PB-3 with GP 5400 or equivalent in Government/ Government Research Establishments/Universities/Statutory Organizations/Organization of high repute.
	Desirable	Degree in Management or L.L.B., knowledge of computer, experience of e-governance.
	<b>Post : Assistant Registrar [02-UR]</b>	
2	Essential	<b>Qualification:</b> A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.
	Desirable	Professional qualification in the area of Management/Finance & Accounts. <b>Experience:</b> Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishment matters in the GP of Rs. 4,200 or above.
3	<b>Post : Junior Superintendent [02-UR]</b>	
	Essential	<b>Qualification:</b> First class bachelor's degree with 6 years experience in relevant area.
	Desirable	5 years relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc. Practical experience of using relevant softwares in related areas.
4	<b>Post : Junior Technical Superintendent [01-UR]</b>	
	Essential	<b>Qualification:</b> Degree in B.E. / B.Tech in Computer Science/Information Technology/Electronics & Communication Engineering or M.Sc. (I.T./C.S.) / MCA <b>Experience:</b> 05 years of Experience in relevant field.
	Desirable	Experience in the web based applications/ software development for an Academic Institution. 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.



**Group-B** posts at Sl. No. 3 to 8

**Rs. 500/-**

- (b) The fee once paid will not be refunded or re-adjusted under any circumstances.
- (c) SC/ ST /PwDs candidates are exempted from the application fees.
- (d) Female candidates are required to pay **half of the application fees** as mentioned above.
- (e) 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.
- 12 (a) Institute will not be responsible for any postal delay.
- (b) Intern correspondence will not be entertained or replied to.
- (c) Any attempt to influence will lead to disqualification of candidature.
13. (a) The candidates are required to apply **ONLINE** only from 10:00 a.m. on 5<sup>th</sup> April 2018 to 4<sup>th</sup> May 2018 up to the midnight of 23:59 hrs. The applications sent in hard copies shall not be entertained in any case.
- (b) For submission of application through online mode, please visit following link:  
<https://recruitment.iiita.ac.in/iiitl/nonteachingjob/>
- (c) The printout of completed application along with all relevant supporting documents duly self attested must reach the Institute on or before 11<sup>th</sup> May 2018 through Speed Post or Registered Post.
- (d) Incomplete application or without relevant supporting enclosures or if received after closing date, i.e. 11<sup>th</sup> May 2018, will be summarily rejected.
- (e) Person serving in Govt./ Semi-Govt. / PSUs 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 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 .....” and must be sent to Deputy Registrar, Establishment Section, Administration Building, IIT Allahabad - 211015 (U.P.) INDIA.
14. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIT Allahabad, shall be final.
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 Allahabad/ Lucknow and courts/tribunals/forums at Allahabad/ Lucknow 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:0532-2922036 (pksaini@iiita.ac.in) & 0532-2922042 (abhinaba@iiita.ac.in)**

**Advt. No. IIITL/NonTeaching-1<sup>st</sup> 02-Apr/2018**

**Copy forwarded to:**

- (a) Directorate
- (b) Interim Registrar, IIITL
- (c) Interim Dean Academic, IIITL
- (d) Interim Dean Infrastructures & Student Affairs
- (e) All HoDs/Deans/DR's
- (f) Institute Website/Notice Board

**Dy. Registrar (Estt.)**