



भारतीय सूचना प्रौद्योगिकी संस्थान कोटा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KOTA

2nd Floor, Prabha Bhawan, MNIT Campus, JLN Marg, Jaipur -302017
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Advertisement for Filling up of the posts of Assistant Registrar on deputation basis to IIIT Kota.

Indian Institute of Information Technology Kota is an Institute of National Importance established by the Ministry of Education, Government of India and one among the 20 IIIT's proposed under the non-profit Public-Private Partnership (PPP) Model by MoE. IIIT Kota is an academic and research Institute being funded by Government of India, Government of Rajasthan and Industry Partners in the ratio of 50:35:15. This Institute presently offers two UG & PG programs in ECE and CSE. The Institute is located at MNIT Jaipur campus, Rajasthan and construction work of permanent campus at Kota is under progress. The Institute is likely to be shifted at permanent campus in Kota very shortly. In supersession to earlier Advertisement number IIITK/2022-23/Estt./163/4359 dated 01.07.2022 IIIT Kota invites applications for the posts of Assistant Registrar on deputation basis from Officers under the Central and State Government/ Centrally Funded Technical Institutions (IIT's/IISc/ IISER's/NIT's/Universities and other bodies, etc.) holding analogous post or post with Grade Pay of Rs. 4600/4800 corresponding Level-7/Level-8 respectively in 7th CPC Pay Matrix and possessing educational qualifications as detailed at table 2.

Table-1

S. No.	Name of the Post	Pay Level and Pay	No. of Posts	Mode of recruitment
			Total	
1	Assistant Registrar	L-10:(₹56,100-1,77,500)	02	Officers on Deputation from the Central and State Government/ Centrally Funded Technical Institutions (IIT's/IISc/ IISER's/NIT's/Universities and other bodies, etc.)
Total			02	

DETAILED DESCRIPTION OF POSTS

Table-2

Post No/Post Name	Qualification/Experience	Level/ Pay scale under 7th Central Pay Commission	No. of posts
Assistant Registrar (Group A)	Educational and other qualifications required for direct recruits: A postgraduate degree with at least 55% marks or its equivalent with excellent academic record from a recognized University / Institute. Desirable: <ol style="list-style-type: none">1. Professional qualification in area of Management / Finance & Accounts.2. Experience in handling Administrative / legal / Finance / Store & Purchase / Establishments matters/.3. Proficient in handling of finance and procurement related activities in Government sector.4. Proficient in working in E- office system. (Familiarity in computer operation).5. Familiarity in E - procurement like GEM etc.6. Excellent oral and written communication skill	Level 10	2

GENERAL TERMS AND CONDITIONS

1. The online portal for applications will be active from 14.03.2023 onwards. Eligible and interested candidates may apply through online mode up to 07.04.2023 till 05:00 PM by visiting the Institute's website. Candidates have to make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.
2. The last date of submission of online application forms is 21 days from the date of publication of advertisement in Employment News. All eligibility criteria including age shall be determined as on the last date of the submission of online application forms.
3. The duly completed online application form along with self-attested copies of relevant testimonials, certificates, enclosures is required to be sent by Speed/Registered Post only (no courier services allowed) within a period of five days from the closing date of online applications to the Registrar, IIIT Kota, II Floor, Prabha Bhawan, MNIT Campus, JLN Marg, Jaipur- 302017 (Rajasthan). The envelope containing the application be super scribed as Applications for the Post of "Assistant Registrar on Deputation" in IIIT (PPP) Kota.
4. For expeditious completion of the selection process, all communications in connection with the selection process will be undertaken only through electronic media and by way of announcements on IIIT Kota website. Candidates are advised to mention their correct and active email address in the application form, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
5. The Institute reserves the right to fill or not fill any or all the posts advertised. The Institute also reserves the right to restrict the number of candidates for the interview to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for a written/trade test and/or interview. The list of shortlisted candidates will be placed in the website of IIIT Kota.
6. Any modification/correction/addition etc., if any, related to the advertisement and/or related to the recruitment process will be uploaded in the Institute website only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
7. All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases. Any experience gained after the minimum qualifying degree/ diploma will only be taken into consideration. The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.
8. The person selected will be appointed on deputation basis on norms prescribed by the Government of India as amended from time to time.
9. Applicants fulfilling the above conditions are requested to forward their applications through proper channel to enable the concerned to relieve them immediately on account of their selection. The application should reach this office within 21 days from the date of issue of this circular. **Those who have applied in response to earlier Advertisement number IIITK/2022-23/Estt./163/4359 dated 01.07.2022 and are eligible for the aforesaid post may submit their updated applications.**
10. Applications, received after due date and which are not in prescribed form/without relevant supporting documents shall be summarily rejected.

Registrar, IIIT Kota