भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
(An Institute of National Importance Under Act of Parliament)
BCE Campus, Bhagalpur-813210, Bihar, India.

Advt. No.: IIITBH/ADVT/2022/RECT/05　　　　　　　　**Date: 14/09/2022**

Ref. No.: IIITBH/REG/458/NT/2022/1194

Information Brochure for Appointment of Non-Teaching Posts

Indian Institute of Information Technology Bhagalpur (IIIT Bhagalpur) is one of the 25 IIITs set up by MoE, Govt. of India under the Act of Parliament, IIIT (PPP) Act, 2017, and it is an "Institute of National Importance". It is a joint venture of Govt. of India (50%), Govt. of Bihar (35%) and BELTRON (15%). The Institute was established in the year of 2017, and currently functioning with B. Tech, M. Tech, and PhD programmes in three branches namely Computer Science and Engineering, Electronics and Communication Engineering, and Mechatronics Engineering.

IIIT Bhagalpur invites online applications for appointment of Registrar, Deputy Registrar, Assistant Registrar, Training & Placement officer, Technical Officer, Assistant Librarian, Junior Technical Superintendent, Junior Technician, and Junior Assistants from Indian nationals fulfilling eligibility criteria and possessing excellent academic background, committed to prosperity for institutional development.

Importance Dates:

1.	Opening date for submission of online application	**14/09/2022**
2.	Last date of submission of online application	**05/10/2022 till 17.00 Hrs**
3.	Last date for submission of print out of application form along with the supporting documents	**10/10/2022 till 17.00 Hrs**

1. **Vacant Positions with Designation:**

Post Code	Designation	Pay Level (7th CPC)	No. of Posts	Reservation as Per GoI norms
NT-1	Registrar	14	01	**Group-A** UR-01
NT-2	Deputy Registrar	12	01	**Group-A** UR-01
NT-3	Assistant Registrar	10	02	**Group-A** UR-02
NT-4	Training & Placement Officer	10	01	**Group-A** UR-01
NT-5	Technical Officer	10	01	**Group-A** UR-01
NT-6	Assistant Librarian	10	01	**Group-A** UR-01
NT-7	Junior Technical Superintendent	06	03	**Group-B** UR-03
NT-8	Junior Technician	03	04	**Group-C** UR-03 OBC-01
NT-9	Junior Assistants	03	03	**Group-C** UR-03

2. The pay matrix, minimum educational qualifications, experience, and age for all the above-mentioned non-teaching posts is as follows.

   i. **For the post of Registrar:**

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-1	Registrar Pay Level -14 Pay Band-4 Grade Pay-10000 No. of Post – 01	**Essential**: 1) Master's Degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed from a recognized University/Institute. 2) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, or 3) Comparable experience in research establishment and /or other Institutions of higher education, or 4) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. **Desirable**: 1) Professional qualification in the area of Management / Law / Engineering 2) Officers under the Centrally Funded Technical Institutions/Organizations (IITs/IISc/IISERs/NITs/IIITs etc.,) holding analogous position on a regular basis. **Upper Age Limit -** 55 years **Method of Recruitment -** Direct Recruitment (with a provision of Deputation) for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by the Govt. of India.

   ii. **For the post of Deputy Registrar**

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-2	Deputy Registrar Pay Level -12 Pay Band-3 Grade Pay-7600 No. of Post – 01	**Essential**: 1) Master's Degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed. 2) At least 09 years of experience as Assistant Professor in the Academic Level 10 and above and with experience in educational administration, or 3) Comparable experience in research establishment and /or other Institutions of higher education, or 4) Administrative experience, as Assistant Registrar in the grade pay of Rs. 6600.00 or 05 years of Administrative experience as Assistant Registrar in the grade pay of Rs. 5400.00 or an equivalent post. **Desirable**: 1) Professional qualification in the area of Management / Law / Engineering 2) Officers under the Centrally Funded Technical Institutions/Organizations (IITs/IISc/IISERs/NITs/IIITs etc.,) holding analogous position on a regular basis. **Upper Age Limit –** 45 years **Method of Recruitment -** Direct Recruitment or Deputation.

iii.   For the post of Assistant Registrar

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-3	Assistant Registrar Pay Level -10 Pay Band-3 Grade Pay-5400 No. of Post – 02	**Essential**: A postgraduate degree with at least 55% marks or its equivalent with excellent academic record.
		Desirable: 1) Professional qualification in the area of Management /Finance & Accounts, 2) Experience in handling Administrative/Legal/ Finance/ Store & purchase/Establishment matters. 3) Proficiency in the use of computer applications, MS office.
		Upper Age Limit - 45 years
		Method of Recruitment - Direct Recruitment/Deputation
		Period of probation – 01 Year

iv.   For the post of Training & Placement Officer

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-4	Training & Placement Officer Pay Level -10 Pay Band-3 Grade Pay-5400 No. of Post – 01	**Essential**: 1) Master's Degree/ MBA or equivalent with minimum 55% marks or equivalent CGPA with relevant experience of 3 years in handling recruitment/placement. or B.Tech/BE with 6 years of experience Minimum 01-year experience in handling recruitment or placement is mandatory.
		Desirable: 1) A basic degree in any discipline of engineering or equivalent. 2) Experience of liaisoning with various Govt. bodies, PSUs, Media, and Companies. 3) Experience of working with Engineering CFTI/PPP Institutions/IT sector companies in Metros/big cities preferably in HR. 4) Excellent communication skills, Leadership qualities, capacity for good teamwork and griping/initiatives. 5) Working proficiency in Office Software & IT based technology-based placement. 6) Ability to work under pressure at key times and independent responsibility management. 7) Experience working with 18-25 age group people and students. 8) Ability to establish systems and procedures with personal initiative. 4) Be flexible to the varied responsibility demand and able to work independently and in team.
		Upper Age Limit - 45 years
		Method of Recruitment - Direct Recruitment
		Period of contract/probation: The initial 1 year of engagement will be on contract and on satisfactory performance, 1 year of probation will be applicable.

v.   For the post of Technical Officer

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-5	Technical Officer Pay Level -10 Pay Band-3 Grade Pay-5400 No. of Post – 01	**Essential**: B.E./B.Tech/M.Sc/MCA first class with 08 years' experience or M.E./M.Tech first class with 05 years' experience in relevant area.
		Upper Age Limit - 35 years
		Method of Recruitment - Direct Recruitment
		Period of probation – 01 Year

vi.   For the post of Assistant Librarian

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-6	Assistant Librarian Pay Level -10 Pay Band-3 Grade Pay-5400 No. of Post – 01	**Essential**: Master's degree in Library Science/Information Science with at least 55% of the marks or its equivalent grade for 55% where grading system I practiced
		Upper Age Limit - 35 years
		Method of Recruitment - Direct Recruitment
		Period of probation – 01 Year

vii.   For the post of Junior Technical Superintendent

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-7	Junior Technical Superintendent Pay Level -6 Pay Band-2 Grade Pay-4200 No. of Post – 03	**Essential**: B.E./B.Tech/M.Sc/MCA or B.Sc with 05 years' experience
		Upper Age Limit - 32 years
		Method of Recruitment - Direct Recruitment
		Period of probation – 01 Year

viii.   For the post of Junior Technician

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-8	Junior Technician Pay Level -3 Pay Band-1 Grade Pay-2000 No. of Post – 04	**Essential**: Diploma in Engineering/Bachelor Degree or ITI with 02 years experiences.
		Upper Age Limit - 27 years
		Method of Recruitment - Direct Recruitment
		Period of probation – 01 Year

ix.   For the post of Junior Assistant

Post Code	Designation/Pay Matrix	Qualifications, Experience, Age and Method of Recruitment
NT-9	Junior Assistant Pay Level -3 Pay Band-1 Grade Pay-2000 No. of Post – 03	**Essential**: Bachelor Degree with knowledge of computer office applications.
		Upper Age Limit - 27 years
		Method of Recruitment - Direct Recruitment
		Period of probation – 01 Year

NOTE:

a) Reservation policy for appointments in the institutions of national importance as per Government of India norms will be applicable.

b) Relaxation of age for the category of OBC will be as per Government of India norms for the post of **Junior Technician** (Post Code: NT-8) only.

c) Facilities will be provided to employees of IIIT Bhagalpur as per IIIT-PPP Act and Statutes of IIIT Bhagalpur as well as decisions of the **BoG** of the Institute or relevant orders from MoE, New Delhi.

d) Number of vacancies may be increased/ decreased without any notification.

e) The Institute reserves the right to modify/ defer or cancel full/ part of the advertisement at any stage of processing without assigning any reasons.

f) The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.

GENERAL INSTRUCTIONS AND INFORMATION

(a) Each application must be accompanied by non-refundable Application Fee of ₹ 1,500/- (Rupees Fifteen Hundred Only). The application fee should be remitted through "**SBI Collect**" link on the online recruitment portal (**https://iiitbh.ac.in/rect2022/NT**) only. No other mode of fee payment will be accepted.

(b) The candidates are advised to duly fill the online application form through the recruitment portal. The duly filled printed application form, along with self-attested supporting documents, such as relevant testimonials, certificates, enclosures etc. must be sent by speed/registered post only to **The Registrar Incharge, IIIT Bhagalpur, BCE campus, Sabour, Bhagalpur-813210, Bihar** by **10.10.2022 till 17:00 Hrs,** failing which their candidature will not be considered.

(c) The envelope containing the application be super-scribed as "**Application for the Post of …………………….................................... and the Post Code …..……………………………**"

(a) Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification.

(b) The minimum qualification is the minimum criteria only for deciding the eligibility. This shall not ensure short-listings for selections process.

(c) Mere fulfilments of minimum qualifications do not ensure call for selection process. The Institute has the right to set higher norms than minimum while shortlisting, taking into account the specific requirements of the posts and shall be binding on respective post applicants.

(d) All recruitment and pay-fixation shall be done by the competent authority of the Institute on the recommendations of duly constituted Selection Committees. The Decision of the selection committee shall be final.

(e) Interested and eligible candidates may apply through the online application form available on the Institute website **https://iiitbh.ac.in/rect2022/NT**

(f) Last date of submission of online application is **05th October 2022** till **17:00Hrs**.

(g) Last date of receipt of printed copy of duly filled application form, along with all supporting documents is **10th October 2022** till **17:00Hrs**.

(h) The Institute will not be responsible under any circumstances for any sort of postal loss or delay.

(i) Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner by separate online application form.

(j) Application form without relevant supporting enclosures shall be summarily rejected. No correspondence shall be entertained in this regard.

(k) The date for determining eligibility of candidates in every respect, i.e., qualifications, experience and age limit etc. shall be considered as on the closing date, i.e., **05th October 2022,** the last date of the submission of online application form.

(l) More than six months of experience in relevant position in any organization will only be considered in total experience.

(m) The shortlisted candidates for the post of **Group-B and Group-C** will be required to appear for written test and skill test as applicable for the relevant post. No interview will be conducted for **Group-B and Group-C** posts.

(n) The shortlisted candidates for the post of **Group-A** may be required to appear for written test/skill test/presentation. Finally, the successful candidates after written test/skill test/ presentation will have to appear for personal interview before the selection committee.

(o) Candidates who are applying for **Group-A** posts, shall upload letter of recommendations of two eminent persons along with other documents on the recruitment portal.

(p) No TA/DA will be paid for attending written test/Interview.

(q) Persons 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 parent organization, at the time of interview. Otherwise, the candidate may not be allowed for interview.

(s) The applicants are advised/required to visit the Institute website regularly. The list of short-listed candidates for further participation in the selection process such as written test/presentation/interview will be displayed time to time on the Institute website. The Institute in this regard shall make no separate communication/intimation.

(t) Legal disputes, if any, with IIIT Bhagalpur, will be restricted within the jurisdiction of Hon'ble Court, Bhagalpur only.

DOCUMENTS / CERTIFICATES:

Self-attested copies of the following Documents/certificates are required to be attached with printout of the Online Application Form, failing which the application would be summarily rejected.

a) A valid photo ID

b) Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet issued by Central / State Board.

c) Degree/Diploma certificate (whichever applicable) along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.

d) Category certificate for OBC (Non-Creamy Layer) obtained on or after 01/04/2022 (Applicable for the post of **Junior Technician** (Post Code: NT-8) only).

e) Academic records (Marks/Grade Cards and Certificates from SSLC/Matriculation onwards up to highest degree)

f) Experience certificates

g) Letter of recommendation from two eminent persons for **Group-A** posts

h) Salary certificate/Pay Slip of current employment

i) Awards and Recognitions

j) Other Relevant Certificates

k) **SBI Collect** Payment Receipt

NOTE:

I. Date of birth mentioned in Online Application Form is final. No subsequent request for change of date of birth will be considered.

II. The Period of experience rendered by a candidate on part time basis, daily wages, will not be counted while calculating the valid experience for short-listing the candidates for the selection process.

Registrar I/C
IIIT Bhagalpur

Dated: 14-09-2022