



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT भारतीय सूचना प्रौद्योगिकी संस्थान सोनीपत

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

Email: sonepatiit@gmail.com, website: www.iitsonapat.ac.in

Phone: 7496966902, 9729077477

Advt. No.: IIITSNP/RECT/2023/03

Date: 24.03.2023

Advertisement for Non-Faculty Positions

Indian Institute of Information Technology, Sonapat (IIIT Sonapat), which is established under Public-Private Partnership Scheme by Ministry of Education, Government of India, is an “Institution of National Importance” under the provisions of Indian Institute of Information Technology (Public-Private Partnership) Act, 2017.

Currently Institute is offering Under Graduate programs in Computer Science & Engineering and Information Technology & Research program (Computer Science & Engineering, Information Technology and Mathematics). Master’s program is proposed to be introduced in upcoming academic sessions.

Shortly, the Institute will be shifting to its state-of-the-art Permanent Campus proposed to be developed on sprawling 50 acres(approx.) of land at Village kilorad near Sonapat in Sonapat District.

The Institute is looking for dedicated, committed and research oriented Indian Nationals to fill up the following vacancies:

Sr No	Non-Faculty Post	No of Vacancies							Level (7 th CPC)
		SC	ST	OBC	UR	PWD	EWS	Total	
1.	Deputy Registrar	-	-	-	01	-	-	01	In the Level 14 of Pay Matrix Rs 78800- Rs.209200
2.	Assistant Registrar	-	-	-	02	-	-	02	In the Level 10 of Pay Matrix Rs.56100 – Rs.177500
3.	Technical Officer	-	-	-	02	-	-	02	In the Level 10 of Pay Matrix Rs 56100 – Rs.177500
4.	Assistant Executive Engineer	-	-	-	01	-	-	01	In the Level 10 of Pay Matrix Rs.56100 – Rs.177500

The essential, desirable qualifications and experience for the above posts are as under:

1.	Post: Deputy Registrar, [01-UR], Group - A	
	Educational Qualification	A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record. i. 5 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	i. Degree in Management or LLB, Knowledge of Computer, experience of e-governance. ii. Experience in handling Administrative/Legal/Finance/Store & Purchase/ Establishment matters/Academic etc
	Mode of Appointment	Direct Recruitment/On Deputation
	Maximum age limit	55 Years
2.	Post : Assistant Registrar [02-UR], Group - A	
	Educational Qualification	Qualification: A postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.
	Desirable	i. Professional qualification in the area of Management/ Finance & Accounts. ii. Experience in handling Administrative/ Legal/ Finance/ Store & Purchase/Establishment matters. iii. Knowledge of Govt. rules (FR, SR, GFR, CCS, Rules etc.) and experience of academic administration.
	Mode of Appointment	Direct Recruitment
	Maximum age limit	45 years
3.	Post: Technical Officer [02-UR], Group - A	
	Educational Qualification	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	i. Experience in the Computer Networking & System Maintenance Field, ERP/MIS System, Server Maintenance & Troubleshooting etc. ii. Experience in handling Administrative Matters. iii. Experience in the web-based applications/software development for an Academic Institute. General programming skill in J2EE/Java spring 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
	Maximum age limit	45 years

4.	Post: Assistant Executive Engineer [01-UR], Group - A	
	Educational Qualification	First class B.E/B.Tech in relevant field with 8 years experience or First class M.E/M.Tech with 5 years' experience
	Desirable	Experience of coordinating with multi-disciplinary Planning Consultants, Architects and construction agencies; (i) Consistently good academic record throughout the career; (ii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software; (iii) Proven track record of handling construction projects; (iv) Experience of working with planning and execution of Civil works, Designing and estimation, construction management of large projects etc; (v) Experience in the line of coordination and supervision of construction and maintenance of Civil works in CPWD, State PWD, Semi Government, PSU, Autonomous organization, university, IITs, NITs, Institute of National importance or any reputed private organization; and (vi) Should have knowledge of CPWD Rules/Manual.
	Mode of Appointment	Direct Recruitment
	Maximum age limit	45 Years

Note: - The last date for submission of application is 14th April, 2023 (14.04.2023) up to 5.00 pm. Candidates who have already applied for the post of Assistant Registrar and Technical Officer vide Advt. No. IIITSNP/RECT/2020/02 dated 18.11.2020 need not to apply and their application already submitted by them will also be considered accordingly by the Institute. Further, they are also requested to update their Bio-Data in this regard, if any change took place along with fee detail already deposited with the applications.

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 at later stage, 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 candidate's 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. Applicants seeking reservation benefits available for SC, ST, OBC and EWS must be in possession of the certificates in the formats prescribed by the Government of India (current Financial Year only) in support of their claim at the time of application. 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, 2022 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 at least 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 Board of Governors (BoG) 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.
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. Application Fees:

- The Application Fee is as under:

Sr. No.	Category	Application Fees
1	General/OBC/EWS	Rs. 1000/-
2	SC/ST/PwD	Rs. 500/-

- The Application Fees shall be payable through Demand Draft drawn in favor of “**Indian Institute of Information Technology Sonapat**” or “**IIIT Sonapat**” on any nationalized payable at **Kurukshetra** or by NEFT in the following Bank Account (Attach Receipt):

Account Name	Indian Institute of Information Technology, Sonapat
Account Number	36227938668
Name of the Bank	State Bank of India, NIT Kurukshetra
IFSC Code	SBIN0006260
MICR Code	136002005

- Candidates are required to write his/her name, contact number and the post applied for on back side of the Demand Draft or NEFT Receipt, and must attached it with the prescribed application form.
- The Application Fees is non-refundable.

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,
I-TEC, Techno park, Sonapat Campus, IIT-D,
Plot # 4, Rajiv Gandhi Education City, Rai,
Sonapat- 131029, Haryana**

by Speed Post/Registered Post on or before **14.04.2023 upto 5:00 PM** super scribe on the envelope cover **APPLICATION FOR THE POST OF** The Institute shall not be responsible for any postal delay.

1. Submission of Documents /Certificates:

The Self- attested copies of following documents are required to be attached with the Application Form failing which the application shall not be evaluated and shall stands summarily rejected:

1. The hard copy of the Prescribed Application Form duly signed by the applicant on each page.
2. 10th Standard Certificate.
3. 12th Standard Certificate
4. Graduation Mark-Sheets for all years.
5. Graduation Degree Certificate.
6. Master's Degree and Mark-Sheets for all semesters.
7. NOC from the present Employer.
8. Service Certificate for all the previous employment, issued by Cadre Controlling Authority showing the details of employment and salary certificates.
9. Valid caste certificate for EWS/ OBC-NCL/SC/ST/PWD Certificate (wherever applicable) issued in the current Financial Year only as per Central Government Format.
10. Original Documents and Id Proof would have to be produced during the Documentation Verification Process to be undertaken on the date of Interview failing which the Candidate may not be allowed to appear for the Selection Process.
11. Application should accompany with the Demand Draft/ Proof of NEFT receipt.

The application form shall be accompanied by self-attested copies of all the relevant supporting documents with page numbers.

**Date: - 24.03.2023
Place: - Sonapat**

**Sd/-
Director
IIIT Sonapat**