



भारतीय सूचना प्रौद्योगिकी संस्थान कोटा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KOTA

2nd Floor, Prabha Bhawan, MNIT Campus, JLN Marg, Jaipur -302017

Ph: 0141-2715071, E-Mail: office@iiitkota.ac.in

No. IIITK/2022-23/Estt./163/4359

Date: 07/07/2022

Notification

Subject: Filling up of the posts of "Assistant Registrar" on deputation basis in 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 IIT's established 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 / Research programs in ECE and CSE streams. The Institute is located at MNIT Jaipur campus Rajasthan. Construction work of its permanent campus at Kota is under progress. The Institute is likely to be shifted at permanent campus in Kota very shortly. IIIT Kota invites applications for the posts of Assistant Registrar (Accounts, Finance & Procurement, Establishment & Administration) on deputation basis.

SN	Name of the Positions with Pay level	No. of posts	Eligibility Criteria
1	Assistant Registrar (Finance, Accounts & Procurement) PB3 Rs.15600-39100 with Grade Pay 5400- Pay Level- 10 in Pay Matrix of 7th CPC	01 (One)	Qualifications: PG or its equivalent with at least 55% marks or its equivalent grade with excellent academic record (relaxable in case of persons having suitable and relevant experience). Desirable: i. Proficient in handling of finance and procurement related activities in Government sector. ii. Proficient in working in E- office system. (Familiarity in computer operation). iii. Familiarity in E - procurement like GeM etc. iv. Excellent oral and written communication skill. Experience: Officers under the Central and State Government Departments / Centrally Funded Technical Institutions (IIT's / IISc / IISER's / NIT's / Universities and other bodies, etc.) holding position with Grade Pay of Rs.4800/Rs.5400 corresponding Level-8 / Level-9 respectively in 7 th CPC Pay Matrix on a regular basis or with at least five years experience in Accounts and Finance and procurement of material and services.

SN	Name of the Positions with Pay level	No. of posts	Eligibility Criteria
2	Assistant Registrar (Establishment & Administration) PB3 Rs.15600-39100 with Grade Pay 5400- Pay Level-10 in Pay Matrix of 7th CPC	01 (One)	<p>Qualifications: PG or its equivalent with at least 55% marks or its equivalent grade with excellent academic record (relaxable in case of persons having suitable and relevant experience).</p> <p>Desirable:</p> <ol style="list-style-type: none"> i. Proficient in handling of Administration and Establishment related activities in Government sector. ii. Proficient in working in E- office system. (Familiarity in computer operation). iii. Excellent oral and written communication skill. <p>Experience: Officers under the Central and State Government Departments / Centrally Funded Technical Institutions (IIT's / IISc / IISER's / NIT's / Universities and other autonomous bodies, etc.) holding position with Grade Pay of Rs.4800/ Rs.5400 corresponding Level-8/ Level-9 respectively in 7th CPC Pay Matrix on a regular basis or with at least five years administrative experience such as Recruitment Rules, conduct rules, CCA rules along with settlement of all the claims pertaining to the pay and allowances of staff, leave salary and pension contributors and other establishment matters.</p>

General Conditions:

1. The person selected will be appointed on deputation basis on the terms and conditions contained in the DoPT's O.M. No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010, as amended from time-to-time.
2. The Officers fulfilling the essential requirements for the position and desirous of being considered for the aforesaid posts should apply through proper channel latest by **30.7.2022**. The applications may be forwarded along with the duly verified personal Bio data of the applicant as per pro format enclosed with this notification with cadre clearance, vigilance clearance, integrity certificate and attested copies of ACRs/APARs for the last five years latest by **30.7.2022** to the Registrar, IIIT Kota, 2nd floor, Prabha Bhawan, MNIT, Jaipur. The authorities forwarding the applications may make it convenient to certify that in case of the selection of the officer concerned he would be relieved immediately.
3. The maximum age limit for selection on deputation is 56 years as on the closing date of the receipt of the application.
4. The duly completed 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) 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 (Finance, Accounts & Procurement) / Assistant Registrar (Establishment & Administration)" in IIIT (PPP) Kota.
5. Last date of receiving the applications is **30.7.2022 (5 PM)**. The Institute shall not be responsible under any circumstances for any sort of postal delay. Applications received after due date will not be entertained and will be summarily rejected.
6. Applications, which are not in prescribed form/without relevant supporting documents shall be summarily rejected.

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30/6/22
Registrar

No. IIITK/2022-23/Estt./163/4353

Date: 01/07/2022

Copy to:

1. All Central/State Govt. Departments, Academic Institutions Funded by the Govt. of India and Government of Rajasthan and CFTI's with a request to give wide publicity.

S. Datta
Dy. Registrar
30/6/22