

Advt. No. IITK/01/12/2022-23/371

Date : December 21, 2022

RECRUITMENT NOTIFICATION FOR NON-TEACHING STAFF

The Indian Institute of Information Technology Kottayam (IIIT Kottayam) (Valavoor (P.O.), Pala, Kottayam District-686635, Kerala) is an Institution of National Importance and is governed under the IIIT (PPP) Act, 2017.

Applications are invited from eligible Indian Nationals with outstanding academic achievements and ability to establish a vibrant working culture for various non-teaching staff positions of the Institute.

The details of the vacant positions are as under (Tentative):

Sl. No.	Name of Post	Pay Level (7 th CPC)	Max. Age Limit	No. of positions	Reservation Status
1	Assistant Registrar (Accounts & Finance)	Level 10	50	1	UR-3
2	Assistant Registrar (Gen. Admin.)			1	
3	Technical Officer			1	
4	Junior Superintendent-Library	Level 06	37	1	OBC-NCL-1 UR-4
5	Junior Engineer (Electrical)			1	
6	Physical Training Instructor			1	
7	Junior Technical Superintendent			2	
8	Junior Technician	Level 03	32	6	OBC-NCL-2, SC-1, EWS-1, UR-7
9	Junior Assistant			4	
10	Driver-cum-MTS			1	
Total				19	

* 50% positions are reserved for internal candidates.

1. Assistant Registrar (Accounts & Finance) - Level 10 of 7th CPC

Educational Qualification:

Essential : (1) A Post graduate degree in Commerce with at least 55% marks or its equivalent with excellent Academic records. (2) Minimum 5 years' experience under Supervisory category in handling Finance/ Accounts matters, preferably in a Government or Government controlled Educational/ Research Institution or PSU of repute.

Desirable : (1) Professional qualification in area of Management/Finance & Accounts (2) Competence in usage of accounting software's and all forms of communication.

2. Assistant Registrar (General Admin.) - Level 10 of 7th CPC

Educational Qualification:

Essential : (1) A Post graduate degree with at least 55% marks or its equivalent with excellent Academic records. (2) Minimum 5 years' experience under Supervisory category in handling Administrative/Legal/Establishment/Stores and Purchase/Academic Affairs, preferably in a Government or Government controlled Educational/ Research Institution or PSU of repute.

Desirable : (1) Professional qualification in area of Management

3. Technical Officer - Level 10 of 7th CPC

Educational Qualification: B.E/B.Tech/M.Sc./MCA - first class with 8 years' experience in the relevant area OR M.E/M.Tech - first class with 5 years' experience in the relevant area.

4. Junior Superintendent (Library) - Level 6 of 7th CPC

Educational Qualification: Graduate plus Bachelor of Library Science or Master of Library Science or equivalent Diploma in Library Science with 6 years' relevant library experience.

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5. **Junior Engineer (Electrical) - Level 6 of 7th CPC**

Educational Qualification: Degree in Engineering (Electrical) with 2 years' relevant experience OR Diploma in Electrical Engineering with 5 years' relevant experience in managing Substation/ Generator/ UPS etc. in an Institution of repute.

P.S – The position of Junior Engineer (Electrical) is fully residential and hence the selected candidate has to reside in the campus on 24 x 7 basis, in the available accommodation.

6. **Physical Training Instructor - Level 6 of 7th CPC**

Educational Qualification: Degree with Bachelor of Physical Education (B.P.Ed) plus 3 years' experience in an educational Institution of repute.

7. **Junior Technical Superintendent (CSE/ECE/Programming) - Level 6 of 7th CPC**

Educational Qualification: BE/B.Tech/M.Sc/MCA with 5 years' experience in the relevant area.

8. **Junior Technician (CSE/ECE/Networking) - Level – 3 of 7th CPC**

Educational Qualification: Degree in Engg./ Bachelor's Degree in the relevant field with 2 years' relevant experience.

9. **Junior Assistant (Accounts/Gen. Admin.) - Level – 3 of 7th CPC**

Educational Qualification:

Accounts : Bachelor's Degree in Commerce with knowledge of computer applications and 2 years' relevant experience.

General Admin.: Bachelor's Degree with knowledge of computer applications and 2 years' relevant experience.

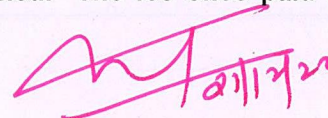
10. **Driver-cum-MTS - Level – 3 of 7th CPC**

Educational Qualification: 10+2 with light & heavy-duty driving license with badge plus two years' relevant experience.


P.S – The position of Driver-cum MTS is fully residential and hence the selected candidate has to reside in the campus on 24 x 7 basis, in the available accommodation.

General Information

1. Age relaxation is applicable as prescribed by the Government of India from time to time.
2. Reservation is applicable as per the norms of the Government of India. The candidates are required to submit the Caste/Category/Disabilities Certificate issued by the Competent Authority in the format prescribed by the Government of India for this purpose. Please see annexure for the sample.
3. All applications will be acknowledged by email. The applicant is expected to have a valid and live email ID. If an acknowledgment is not received within one week, an email may be sent to the ntsupport22@iiitkottayam.ac.in.
4. **The application has to be submitted only through the web portal of the Institute as per instruction given in the website (<https://recruitstaff.iiitkottayam.ac.in/>). Incomplete applications and applications not supported by relevant documents as claimed in the application will be summarily rejected. **If a candidate is applying for more than one post, separate applications should be submitted for each post and prescribed fee should be paid alongwith each application.****
5. **No hard-copy of the application or supported documents need to be sent to the Institute.** Candidates working under the Central Govt. /State Govt/Public Sector-Undertakings/ Central Autonomous Bodies etc. have to attach a 'No Objection Certificate' from the current employer alongwith the application form.
6. Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission on online recruitment application.
7. As an Institution of National Importance, IIIT Kottayam strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
8. An application fee as per the following is to be remitted through online banking system/UPI: **Level 10 - Rs. 1000/-, Level 06 - Rs. 500/- and Level 03 - Rs. 250/-.** SC/ST/PwD and Female candidates are exempted from paying the application fee. In addition to application fee, the online bank's/transaction charges + Service tax, if any, will also have to be borne by the candidate. No other mode of payment will be entertained. The fee once paid will not be refunded or re-adjusted under any circumstances.

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9. Female candidates are encouraged to apply so as to have a workforce which also reflects gender balance.
10. **Candidates are advised to fill the information carefully in the online application form. Institute will not be responsible for any wrong information furnished or will accept any subsequent requests for making any corrections by the candidate(s).** The genuinity and authenticity of the uploaded documents will be the sole responsibility of the applicant and no alteration in the uploaded documents will be entertained in future. In case any information submitted found to be false at later stage, even during reporting for the selection process or after appointment, the candidate will be responsible for the lapse and action, as deemed fit, including termination of service, will be accorded.
11. All further communication(s) will be sent through email only to candidates who are shortlisted.
12. The advertised qualifications, experience and other credentials are the minimum for the positions. Institute reserves the right to restrict the number of candidates to be called for the selection process to a reasonable limit on the basis of qualifications, experience and other credentials higher than the minimum advertised as decided by the shortlisting committee. The decision of the Institute in this regard shall be final and binding on the candidates. No claim of any sort in this regard will be entertained by the Institute.
13. A duly constituted committee will shortlist the candidates to be called for the selection process which comprises written test/technical ability test and/or personal interview. No interim enquiries/ correspondence / communication of any sort will be entertained in the matter.
14. Candidates appearing for personal interview will be paid with travelling expenses, from home station/ place of duty, restricted to AC III tier class in Indian Railways/or actual travelling expense whichever is less, on production of valid tickets.
15. The applicant appointed in all positions will be on **probation for a period one year**. Confirmation in service after the period of probation will be subject to the assessment of performance as per prescribed criteria and verification of antecedents.
16. In addition to the pay and allowances, benefits like Leave, NPS, Medical Reimbursement etc. will be available as admissible to, in line with the service conditions as continued under the IIIT(PPP) Act & Statutes/directions of the Board of Governors, as amended from time to time.
17. The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding.
18. (a) All stages of selection process will be uploaded in the Institute Website.
(b) Interim correspondences/enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to.
(c) Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidature.
19. The Institute also reserves the right to regularize / modify the pay scales or other service conditions, if found necessary later on, due to any change in the policy as decided by the BoG of the Institute or under the directions of the Government of India or amendment in the Act /Statutes.
20. Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. Therefore, the candidates are advised to periodically visit the Institute website. No other means of communication will be used for the same.
21. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute or to the other campus/offices of the Institute. Appointments will be offered accordingly as per requirement of the Institute.
22. In case of any dispute, decision of the Director, IIIT Kottayam, shall be final. Legal matters/ disputes, if any, against this selection process will be under the jurisdiction of the Courts in Ernakulam District, Kerala only.
23. **The closing date for submission of online recruitment application through the portal is 11.01.2023 (11.59 PM).** No application will be entertained after the prescribed closing date.


Registrar

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date _____

1. This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year 2021-2022. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer _____

Name _____

Designation _____

Recent Passport size
attested photograph
of the applicant

The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

* **Note1:** Income covered all sources i.e., salary, agricultural, business, profession, etc.
** **Note2:** The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
*** **Note3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

OBC-NCL Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL)* APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum** _____ Son/
Daughter** of Shri/Smt.** _____ of Village/
Town** _____ District/Division** _____ in
the State/Union Territory _____ belongs to the
_____ community that is recognized as a backward class
under Government of India***, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____ ****

Shri/Smt./Kum. _____ and/or _____
his/her family ordinarily reside(s) in the _____ District/Division
of the _____ State/Union Territory. This is also to certify that
he/she does NOT belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No.
36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated
14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014, and
again further modified vide OM No. 36033/1/2013-Estt (Res) dtd. 13/09/2017.

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

Dated:

Seal

* Visit <http://www.ncbc.nic.in> for latest guidelines and updates on the Central List of State-wise OBCs.

** Please delete the word(s) which are not applicable.

*** As listed in the Annexure (for FORM-OBC-NCL)

**** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- The authorities competent to issue Caste Certificates are indicated below:
 - District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - Revenue Officer not below the rank of Tehsildar' and
 - Sub-Divisional Officer of the area where the candidate and/or his family resides
 - Certificate issued by any other authority will be rejected

SC/ST Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri/ Shrimati/ Kumari* _____ son/daughter* of _____ of Village/Town* _____ District/Division* _____ of State/Union Territory* _____ belongs to the _____ Scheduled Caste / Scheduled Tribe* under :-

- * The Constitution (Scheduled Castes) Order, 1950
- * The Constitution (Scheduled Tribes) Order, 1950
- * **The Constitution (Scheduled Castes) (Union Territories) Order, 1951**
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
- * The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
- * The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
- * The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati* _____ father/mother* of Shri /Shrimati /Kumari* _____ of Village/Town* _____ in District/Division* _____ of the State State/Union Territory* _____ who belong to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory* _____ issued by the _____ dated _____.

3. Shri/ Shrimati/ Kumari * _____ and / or* his / her* family ordinarily reside(s)** in Village/Town* _____ of _____ District/Division* of the State Union Territory* of _____.

Signature: _____
 Designation _____
 (With seal of the Office)

Place: _____ State/Union Territory* _____

Date: _____

- * Please delete the word(s) which are not applicable.
- # Applicable in the case of SC/ST Persons who have migrated from another State/UT.

IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).
6. Certificate issued by any other authority will be rejected.