



இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
(An Institute of National Importance under MoE, Govt. of India)
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IITTT/Advt./Dep./2022/04-01

Dated: 04.04.2022

NOTIFICATION FOR THE RECRUITMENT OF
NON-TEACHING POSITIONS (On Deputation)

Applications through proper channel are invited from eligible officers presently employed in the Educational Institutions under the Central Government /State Government with excellent academic record and administrative work experience for the recruitment of the following Non-Teaching positions (**on deputation**) in Indian Institute of Information Technology Tiruchirappalli.

S. No.	Name of the Post (on deputation)	Pay Band + GP (*)	No. of Vacancies
1	Registrar	PB – 4: Rs. 37,400-67,000 + GP Rs. 10,000	01
2	Deputy Registrar	PB – 3: Rs.15,600-39,100 + GP Rs. 7,600*	01

* Pay Band + GP will be equated to Respective Pay matrix level as per 7th Central Pay Commission.

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 and as amended from time-to-time.
2. Applicants, who are fulfilling the conditions mentioned below, are requested to send their application in the prescribed format (soft copy) to the email id: deputation.iiitt@gmail.com through proper channel to enable the concerned to relieve him/her immediately on account of their selection. Applicants are also requested to arrange to send attested copies of their Annual Performance Appraisal Reports (APAR/ACR) for the last five years and Vigilance Clearance Certificate.
3. Applicants are requested to send the soft copies of all certificates for proof of age, qualification, experience, address, last salary drawn along with their applications.
4. The soft copy of application in the prescribed format with all attachments should reach within 30 days from the date of the issue of this notification.
5. Applications received other than in the prescribed format will be summarily rejected.
6. No correspondence/communication will be entertained from applicants in this regard.
7. The application of a candidate will be summarily rejected, if any communication is received from the candidate regarding the recruitment process.
8. Only the shortlisted candidate(s) will be informed by email.
9. The Institute reserves the right to stall the process of recruitment at any stage due to unforeseen circumstances.

Sd/-
Registrar (i/c)

Registrar

Sl. No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group – A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37,400-67,000) with Grade Pay of Rs. 10,000/-
5.	Age limit	i) 56 years ii) Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
6.	Educational Qualification and Experience	<u>Essential Educational Qualification:</u> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute. <u>Essential Experience:</u> i) Holding analogous post. ii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or above. iii) Experience in computerized administration / financial / legal / establishment matters. <u>Desirable:</u> i) Qualification in area of Management / Accounting /Law

Deputy Registrar

(Administration and Accounts)

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	01
3.	Classification	Group –A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs.15,600-39,100/-) with Grade Pay of Rs.7,600/-
5.	Educational Qualifications and Experience	<u>Essential Educational Qualification:</u> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute. <u>Essential Experience:</u> i) 5 years of administrative experience as Assistant Registrar or above ii) Experience of working in E-Office system. <u>Desirable:</u> i) Qualification in the area of Management/ Accounting / Law. ii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

FORMAT OF APPLICATION

(All the columns are to be filled in capital letters neatly or printed on A-4 size paper)

APPLICATION FOR THE POST OF :

Advertisement No.

Affix self-attested
Passport size
Photograph

1. Name of the Applicant: _____
2. Date of Birth: ___/___/_____ Age (as on last date of receipt of applications): _____
3. Sex: Male/Female: _____ 4. Nationality: _____
5. Father's / Husband's Name : _____
6. a. Permanent Address : _____

- b. Address for Communication : _____

7. a. Telephone No. & Mobile No. : _____
- b. E-mail (compulsory) : _____
8. Whether belongs to SC/ST/OBC (only NCL) _____
9. Date of retirement under central/state Government rules _____
10. Have you ever been convicted by a court of law or is there any criminal case pending against you? If so specify.

11. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board/ University	Duration	Year of passing	Division With % of marks	Subjects studied/ Specialization

Note: Qualification claim must be supported by documentary evidences.

12. Details of employment starting with the most recent (attach separate sheet, if necessary)

Posts held	Department/ Organization/Company	Period of employment		Scale of pay	Present/last pay & Gross Amount	Nature of duties
		From	To			

Note: Experience claim must be supported by documentary evidences as per Annexure-I.

13. In case the present employment is held on deputation basis, please state

- (a) The Date of initial appointment :
- (b) Period of appointment on deputation/contract :
- (c) Name of the office/organization to which you belong:

14. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- (a) Central Government
- (b) Autonomous Organization
- (c) Others

15. Are you in revised scale of pay? If yes, give the date from which the revision took place:

16. Total emoluments per month:

17. Describe briefly the specialized professional experiences, skills and expertise you have acquired: (if required attach additional sheets)

18. If appointed, how much time required for joining the post: _____

19. Any other relevant information:

20. Name, Address, Telephone No. and E-mail ID of at least two referees:

<p>1.</p> <p>2.</p>

21. Details of Enclosures: Self attested copies of certificates for proof of Age, Qualifications & Experiences etc.

- a. _____
- b. _____
- c. _____
- d. _____

22. Remarks:

Declaration

1. I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made, and information furnished in this application are true and complete to the best of my knowledge and belief.
2. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category, age or educational qualification, etc. made in my application form.

Place:

Date:

Signature of the candidate

Certificate

(To be given by the Head of the organization)

Certified that the particulars have been verified and found to be correct. It is also verified that no disciplinary / vigilance case is either pending or contemplated against the officer. Integrity of the officer is also verified. Annual Performance Appraisal Reports for the past 5 years are attached.

Place:

Date:

Signature and seal of the Head of the
Organization