



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

*(Autonomous institution under MHRD, Govt. Of India & Department of Information Technology & Electronics, Govt. of West Bengal)
c/o WEBEL IT Park, Opposite of Kalyani Water Treatment Plant,
Near Buddha Park, Dist. Nadia, Kalyani - 741235, West Bengal
[Email-office@iiitkalyani.ac.in](mailto:office@iiitkalyani.ac.in), website-www.iiitkalyani.ac.in*

Advt. No. IIITK/Rectt/20-21/NF/09 Dated : 11th May, 2020

Advertisement for Non-Faculty Position (Deputy Registrar)

Applications are invited from Indian nationals for Deputy Registrar, non-faculty position. For detailed information, regarding pay structure, qualification, experience and other information, etc, please visit the Institute website www.iiitkalyani.ac.in

Interested candidates should apply in the prescribed application form to be downloaded from the Institute website.

The filled in application should reach to the “**Registrar (Offg.), Indian Institute of Information Technology Kalyani, WEBEL IT Park Campus, 14, Adibasi Para, Opp. Kalyani Water Treatment Plant, Near Buddha Park, P.O. Kalyani, Dist. Nadia-741235, West Bengal, India** on or before 10.06.2020 by 4 P.M. by E-mail only (office@iiitkalyani.ac.in), and hardcopy within 15 days after withdrawal of lockdown.

Applicants, who are in employment in Government/Govt. Undertaking/ Autonomous Body, must send their application (hard copy) through proper channel or submit ‘No Objection Certificate’ at the time of interview. The Institute deserves the right to cancel the recruitment procedure without any prior notice as well as without assigning any reason thereof. The institute will not be responsible for any postal loss or delay. Institute reserves the right to call persons in their field for interview for suitable positions based on the criteria fixed by the authority. The applications received up to 10.06.2020 through E-mail (office@iiitkalyani.ac.in) will be considered.

Advt. No. IITK/Rectt/20-21/NF/09

ADVERTISEMENT FOR RECRUITMENT OF NON-FACULTY POSITION

Indian Institute of Information Technology, Kalyani invites applications from Indian nationals for recruitment to the following position :

Sl.No.	Name of the Post(s)	No. of posts	Pay Level as per 7 th CPC
1.	Deputy Registrar	01	Level 12

1. For the Post of Deputy Registrar :

Sl.No.	Particulars	Criteria
1.	Name of the post	Deputy Registrar
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay (Grade Pay, Band Pay)	Level 12 in pay of Rs.78800/-
5.	Whether Selection Post or non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential :</u></p> <p><u>Educational Qualification :</u></p> <p>Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records.</p> <p><u>Essential Experience:</u></p> <p>(i) Nine (9) years' of experience as Assistant Professor in Level-10 of Pay Matrix Rs. 57700-98200/- (Pre-revised: PB-3, AGP Rs. 6000/-) and above in a reputed organisation with experience in educational administration,</p> <p style="text-align: center;">or</p> <p>(ii) Comparable experience in research establishment and / or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>(iii) 5 years' of administrative experience as Assistant Registrar in Level-10 of Pay Matrix Rs. 56100-177500/- (Pre-revised: PB-3, GP Rs. 5400/-) or in an equivalent post in IITs / IIITs / University System / Research Institute / Central Government Departments.</p> <p><u>Desirable:</u></p> <p>Experience/Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores/Establishment/Personnel & HR/Services & facilities Management will be preferred.</p>

8.	Deputation/Contract	<p><u>Deputation/Contract:</u></p> <p>Officers from the Central/State Government or Institute of national importance or Universities/Universities level Institute or PSU/Industry:</p> <p>(i) Holding analogous post,</p> <p style="text-align: center;">OR</p> <p>With at least 5 years' service in posts in the pay level 11 as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters, and</p> <p>(ii) Possessing educational qualification and experience as given at Sr. No. 7 above.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age bar : Not Applicable</p> <p>Educational qualification : No , but Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute.</p>
9.	Period of probation, if any	01 year

Instructions to the Candidates for the post of 'Deputy Registrar':

- 1 The application form and essential qualification, experience and other details be downloaded from www.iitkalyani.ac.in
- 2 The completed application form along with scanned copy documents must reach the **Registrar (Offg.), Indian Institute of Information Technology Kalyani**, through Email on or before 10.06.2020 only.
- 3 The application form (hard copy) complete in all respect is to be submitted to **Registrar (Offg.), Indian Institute of Information Technology, Kalyani, WEBEL IT Park, 14, Adibasi Para, Opp. Kalyani Water Treatment Plant, Near Buddha Park, Kalyani, Nadia, PIN : 741 235, West Bengal, India** on or before 15 Days' after withdrawal of lockdown by Speed Post only.
- 4 The envelope should be superscribed as "**Application for the post of Deputy Registrar**" and subject of the E-mail should be "**Application for the post of Deputy Registrar against Advt. No. IITK/Rectt/20-21/NF/09 dated 11th May, 2020**"
- 5 For each of the qualifications, professional experiences, achievements, etc., documentary proof in the form of self-attested photo-copies is to be attached with the application.
- 6 All degrees/certificates should be from recognised University/Institute.
- 7 The originals must be produced at the time of interview and at the time of joining.
- 8 Incomplete applications / applications without necessary enclosures may not be accepted.
- 9 Any misleading wrong information supplied by the candidates may lead to summarily rejection of the application, if found subsequently also, the appointment will be cancelled.
- 10 An application in prescribed form with complete information and attachments will only be entertained for further processing.

- 11 The Screening Committee shall short-list the eligible and desirable candidates, to be called for test/interview.
- 12 Mere fulfilment of minimum qualification and experience requirements for the post does not entitle the candidate to be called for an interview. The Institute reserves the right to restrict the number of candidates for interview to reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
- 13 Persons employed in Government and Semi-Government organizations must apply through proper channel or to produce 'No Objection Certificate' at the time of interview. However, an advance copy, superscripted as "**Advance Copy**" on the application form, may be submitted before the last date.
- 14 No interim queries regarding interview / selection process will be entertained.
- 15 Canvassing in any form will lead to rejection of application form.
- 16 Decision of the Selection Committee and the Board of Governors of IIIT Kalyani with respect to the selection process is final.
- 17 Candidates will have to appear for interview at their own cost, if called before a Selection Committee on the date and place which will be separately notified / informed to the candidates.
- 18 Legal disputes, if any with IIIT Kalyani are restricted to the jurisdiction of Kalyani Court only.
- 19 Soft copy of the application is also to be sent to the mail address: office@iiitkalyani.ac.in
- 20 Applications, received after the due date will not be considered.
- 21 The applicants are required to visit the Institute website regularly for any subsequent corrigendum/addendum etc. which shall be published on the Institute website only.
- 22 The originals must be produced at the time of interview and at the time of joining.
- 23 Reservation at entry level is applicable as per Government of India rule.

HOW TO APPLY

The filled in application along with necessary enclosures must reach The Registrar (Offg.), Indian Institute of Information Technology, Kalyani on or before 10.06.2020 by 4 P.M. by Email only (office@iiitkalyani.ac.in)

The printed and signed online application form along with necessary enclosures should be sent to the following address so as to reach on or before 15 Days' after withdrawal of lockdown by Speed Post only..

**The Registrar (Offg.)
Indian Institute of Information Technology, Kalyani
WEBEL IT Park, Room No. 107
14, Adibasi Para, Opposite Kalyani Water Treatment Plant,
Near Buddha Park,
Kalyani, Nadia, PIN : 741 235
West Bengal, India**