



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, website-www.iiitkalyani.ac.in*

Advt. No. IIITK/Rectt/19-20/F-NF/08 Dated : 22nd May, 2019

Advertisement for Faculty/Non-Faculty Positions

Applications are invited from Indian nationals for faculty/non-faculty positions under **Recruitment Rules (flexible faculty structure) as per MHRD letter F.No.33-9/2011-TS.III dated 29th May, 2017**. 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.

For the posts of serial nos. 1,2,4,5 & 6

The completed application form along with **Demand Draft of Rs. 600/-** (Rupees Six hundred only) [Rs. 300/- (Rupees three hundred only) for SC/ST/PWD/Women candidates], Non-Refundable, drawn in favour of the “**Indian Institute of Information Technology, Kalyani**”, payable at **Kalyani**, should reach 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 15.06.2019 by 4 P.M. by Speed Post only.

For the post of serial no. 3

The filled in application should be accompanied by application fee of **Rs. 1000/- (Non-Refundable)** in the form of Demand Draft drawn in favour of “**Indian Institute of Information Technology, Kalyani**” payable at **Kalyani**. The person who applied previously in response to the advertisement no. Rectt/15-16/03/NF dated 17.02.2016 and Rectt/16-17/NF/05 dated 03/05.02.2017 and submitted the Bank Draft of Rs. 1000/- need also apply again but should not attach application fee. The 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 15.06.2019 by 4 P.M. by Speed Post only.

Applicants, who are in employment in Government/Govt. Undertaking/ Autonomous Body, must send their application through proper channel or submit ‘No Objection Certificate’ at the time of interview. The Institute deserves the right to cancel the recruitment procedure to any or all posts 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 15.06.2019 will be considered.

Advt. No. IITK/Rectt/19-20/F-NF/08

ADVERTISEMENT FOR RECRUITMENT OF FACULTY/NON-FACULTY POSITIONS

Indian Institute of Information Technology, Kalyani invites applications from Indian nationals for recruitment to the following faculty/non-faculty positions :

Sl.No.	Name of the Post(s)	No. of posts	Pay Level as per 7 th CPC
1.	Associate Professor (CSE/IT)	02	13A2
2.	Assistant Professor Grade II & Grade I (CSE)	09	10, 11 and 12
3.	Registrar	01	14
4.	Assistant Registrar	01	10
4.	Library & Information Assistant	01	6
5.	Junior Assistant	03	3

The candidates must specify the position applying for. However, the Selection Committee may decide to consider the candidate in alternative position as well.

1) & 2) For the Post of Associate Professor & Assistant Professor :

ESSENTIAL QUALIFICATIONS & EXPERIENCE As per MHRD OM (F. No. 33-9/2011-TS.III dated 29th May, 2017)

1. Cadres

Designation, Pay Band and Academic Grade pay	Essential Qualification	Essential Requirements	Cumulative Essential Credit Points
Assistant Professor Grade II with Level 10	Ph. D.	NIL	NIL
Assistant Professor Grade II with Level 11	Ph. D.	01 year post Ph.D. experience of Teaching and Research in Institution of repute / Industry	10
Assistant Professor Grade I with Level 12	Ph. D.	03 years after Ph.D. or 06 years total teaching and research experience in reputed academic Institute / R & D Labs / relevant industry	20
Associate Professor with Level 13A2	Ph. D.	6 years after Ph.D. of which at least 3 years at the level of Assistant Professor with Level 12. Or 9 years total working experience, of which 3 years should be after Ph.D., with at least 3 years at the level of Assistant Professor with Level 12.	50

2. Notes

1. Any change in the Level will be through open advertisement and on recommendation of duly constituted selection committee, except where specifically exempted in these Rules.

2. All new entrants shall have Ph.D. in the relevant / equivalent discipline and shall have first class in the preceding degrees.
3. For existing faculty members who completed their Ph.D. along-with their normal teaching load of Institute / QIP, the enrolment period of Ph.D. will be counted as teaching experience.
4. Contribution to Institute Administration should be recommended by concerned Head / Chairman and approved by the Director, Contribution to departmental Administration should be recommended by concerned Head and approved by the Director.
5. For the departments which are not having any vacancy, movement in higher Level will be carried out as per prescribed selection process but it will be restricted to only for serving faculty members of the respective departments.

3. **Credit Point System**

The following shall be the credit point system :

S. No.	Activity	Credit Points
1.	One external Sponsored R&D Projects completed or ongoing / patent granted.	8 / project or 8 / patent as inventor (In case of more than one person in a Project, the Principal Investigator gets 5 credit points and the rest to be divided equally among other members)
2.	Consultancy projects	2 credit points @ Rs. 5 lakhs of consultancy, subject to maximum of 10 Credit points.
3.	Ph.D. completed (including thesis submitted cases)	8 per Ph.D. student. (In case there are more than one supervisor, then the Guide (1 st Supervisor) gets 5 credit points per student and the rest to be divided equally among other supervisor(s).
4.	One Journal paper in SCI/ Scopus (Paid Journals not allowed)	4 per paper since the last promotion. First author/Main Supervisor will get 2 and rest will be divided among others.
5.	One Conference paper indexed in SCI / Scopus / Web of science Conference / any internationally renowned conference.	1 credit points/ paper up to a maximum of 10 credit points. First author / Main Supervisor will get 0.6 and rest will be divided among the rest.
6.	HOD, Dean, Chief Warden, Professor Incharge (Training & Placement), Advisor (Estate), CVO, PI (Exam), TEQIP (Coordinator).	2 points per semester up to a max of 16 credit points since the last promotion.
7.	Warden, Assistant Wardens, Associate Dean, Chairman / Convener institute academic committees, Faculty in Charge Computer Center / IT Services / library / Admission /student activities and other institutional activities.	1 Credit / Semesters up to a maximum of 8 credit points since the last promotion.
8.	Chairman and Convener of different standing committee and special committee (Ex-officio status will not be considered). Faculty in charges (Each for one year duration) of	0.5 Credit / Semesters up to a max. of 3 credit points since the last promotion.

S. No.	Activity	Credit Points
	different Units or equivalent.	
9.	Departmental activities identified by HOD like lab in charges, or department level committee for a minimum period of one year.	0.5 Credit / Semesters up to a max of 3 credit points since the last promotion.
10.	Workshop / FDP / short terms courses of min 05 working days duration offered as coordinator or convener.	2 per course up to a maximum of 8 credit s since the last promotion.
11.	For conducting national programs like GIAN etc.as course coordinator. Program of 2 week duration Program of 1 week duration	2 credit points per course up to a max of 4 credit points since the last promotion. 1 credit point per course up to a max of 2 credit points since the last promotion
12.	National / International Conference organised as Chairman / Secretary.	3 nper program up to a max of 6 credit points since the last promotion.
13.	Length of service over and above the relevant minimum teaching experience required for a given cadre.	2 credit points per year with maximum of 10 credit points since the last promotion.
14.	Establishment of New Lab(s)	4 credit points since the last promotion.
15.	Theory Teaching of over and above 6 credit hrs. course	1 credits / credit hrs. up to a max. of 6 credit points since the last promotion.
16.	PG Dissertation guided	0.5 credit points per project to a maximum of 10 points since the last promotion.
17.	UG Projects	0.25 credit points / project up to a maximum of 4 points since the last promotion.
18.	Text/Reference Books published on relevant subjects from reputed international publishers	6 credit points per book up to a max. of 18 points since the last promotion.
19.	Text/Reference Books published on relevant subjects from reputed national publishers or book chapters in the books published by reputed international publishers.	2 credit points / unit up to a max. of 6 points since the last promotion.
20.	Significant outreach Institute out Activities	1 credit point / activity up to a max of 4 credit points since the last promotion.
21.	Fellow IEEE, FNA, FNAE, FNASc	10 credit points
22.	Placement percentage (only for the placement cell officers / Faculty in-charge of Placement)	
	Above 85%	4 credit points per year up to a maximum of 20 points since the last promotion.
	75% - 84% (% to bebased on total no. of students passing out and single job offer)	2 credit points per year up to a maximum of 10 points since the last promotion.

Instructions to the Candidates for Associate Professors and Assistant Professors :

Selection Procedure

1. After Screening, the shortlisted candidates shall be invited for presentation. Shortlisting criteria for calling for presentation may be fixed higher than those in the advertisement.
2. Those candidates who will be recommended after presentation shall be invited for the interview before the Statutory Selection Committee. No candidate can directly appear before the statutory selection committee.
3. Based on the recommendations of the statutory selection committee and approval of the Board of Governors, the appointment letters shall be issued.

Reservation

Reservation is applicable as per Government of India rules. The candidate belonging to reserved categories (SC/ST/OBC-NCL/PwD) are required to attach the Caste/ Category certificate in prescribed format of Government of India. The Institute follows the Central list in the case of SC/ST and OBC-NCLs.

Benefits

In addition to normal pay and allowances, other benefits will be applicable as per Institute rules.

Guidelines

1. The application form and essential qualification, experience and other details be downloaded from www.iiitkalyani.ac.in
2. 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 15.06.2019 by Speed Post only.
3. The completed application form along with **Demand Draft of Rs. 600/-** (Rupees Six hundred only) [Rs. **300/-** (Rupees three hundred only) for SC/ST/PWD/Women candidates], Non-Refundable, drawn in favour of the “**Indian Institute of Information Technology, Kalyani**”, payable at **Kalyani**, should reach 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 11.06.2019 by 4 P.M. by Speed Post only.
4. The envelope should be superscribed the post “.....” in Discipline.
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. The originals must be produced at the time of interview and at the time of joining.
7. Consistently good academic background with all requirements for any category of post applied, as per guidelines of MHRD. Letter no. F.No.33-9/2011- TS.III, dated 29/05/2017 may be available in MHRD website.
8. Incomplete applications / applications without necessary enclosures may not be accepted.
9. Copy of the category certificate (OBC / SC / ST/PWD), issued by the competent authority, not below the rank of a Tahsildar, must be attached. In case of OBC candidates, the latest certificate indicating the status regarding creamy layer must be attached. PWD certificate must have been issued by the competent authority as per Government of India norms.

10. The eligibility, qualification, experience and requirements for the posts notified shall be governed by the guidelines issued by MHRD letter no. F.No.33-9/2011- TS.III, dated 29/05/2017.
11. The vacancies advertised are indicative and subject to variation at the time of interview / recruitment. The Institute reserves the right to fill or not to fill any of the vacancies advertised. The Institute reserves the right to reject any or all applications without assigning any reason.
12. 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.
13. An application in prescribed form with complete information and attachments will only be entertained for further processing.
14. The Screening Committee shall short-list the eligible and desirable candidates from amongst the applicants, based on specialization, availability of candidates, and requirements of the departments. In doing so it shall not be bound by the options exercised by the applicants. Those candidates who will be recommended after presentation shall be invited for the interview before the Statutory Selection Committee.
15. 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.
16. Persons employed in Government and Semi-Government organizations must apply through proper channel or submit '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.
17. No interim queries regarding interview / selection process will be entertained.
18. Canvassing in any form will lead to rejection of application form.
19. Decision of the Selection Committee and the Board of Governors of IIIT Kalyani with respect to the selection process is final.
20. Legal disputes, if any with IIIT Kalyani are restricted to the jurisdiction of Kalyani Court only.
21. Period of probation to the posts will be 01 year from the date of joining and may be extended by the respective BOG on recommendation of Director.
22. A PhD degree shall be minimum qualification for regular positions of IIIT Kalyani.
23. Soft copy of the application is also to be sent to the Registrar (office@iiitkalyani.ac.in)
24. Applications, received after the last date will not be considered in this round and may be considered in the next round.
25. Candidates will have to appear for Presentation/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.
26. The originals must be produced at the time of interview and at the time of joining.

HOW TO APPLY

The printed and signed online application form along with necessary enclosures should be sent to the following address so as to reach by 15.06.2019.

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

3. For the Post of Registrar :

Sl.No.	Particulars	Criteria
1.	Name of the post	Registrar
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay (Grade Pay, Band Pay)	Level 14 in pay of Rs. 1,44,200/-
5.	Whether Selection Post or non-Selection Post	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	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.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p><u>Deputation (including short term Contract)</u></p> <p>Officers under the Central / State Governments / Universities / Recognised Research Institutes or Institute of national importance or Govt. laboratory or PSU :-</p> <p><u>Educational Qualification & Experience :</u></p> <p><u>Essential</u></p> <p><u>Educational Qualification:</u></p> <p>Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><u>Experience :</u></p> <p>i) Holding analogous post.</p> <p>ii) At least 15 years' experience as Assistant Professor in the Level 11 of Rs. 67700/- and above or with 8 years of service in the Level 12 of Rs. 78800/- and above including as Associate Professor along with 3 years' experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and / or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Level 12. or above.</p> <p><u>Desirable :</u></p> <p>i) Qualification in area of Management / Engineering / Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not Applicable

Sl.No.	Particulars	Criteria
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Instructions to the Candidates for the post of Registrar :

- 1 The post will be filled up on deputation from state or central institutes and/or on contract basis.
- 2 The application form and essential qualification, experience and other details be downloaded from www.iiitkalyani.ac.in
- 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 campus, 14, Adibasi Para, Opp. Kalyani Water Treatment Plant, Near Buddha Park, Kalyani, Nadia, PIN : 741 235, West Bengal, India on or before 15.06.2019 by Speed Post only.
- 4 The filled in application should be accompanied by application fee of **Rs. 1000/- (Non-Refundable)** in the form of Demand Draft drawn in favour of “Indian Institute of Information Technology, Kalyani” payable at Kalyani. The candidates who applied previously in response to the advertisement no. Rectt/15-16/03/NF dated 17.02.2016 and Rectt/16-17/NF/05 dated 03/05.02.2017 and submitted the Bank Draft of Rs. 1000/- need also apply again but should not pay application fee. The envelope should be superscribed as “Application for the post of Registrar”.
- 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 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 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.

HOW TO APPLY

The printed and signed online application form along with necessary enclosures with bank draft should be sent to the following address so as to reach by 15.06.2019.

**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**

4. For the Post of Assistant Registrar :

Sl.No.	Particulars	Criteria
1.	Name of the post	Assistant Registrar
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay (Grade Pay, Band Pay)	Level 10 in pay of Rs. 56,100/-
5.	Whether Selection Post or non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note :- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<u>Essential :</u> <u>Educational Qualification & Experience:</u> Masters' 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 recognised University / Institute. Or Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in Level 9 of Rs. 53,100/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in Level 8 of Rs. 47,600/- with at least five years regular service with Master's degree. <u>Desirable :</u> i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar : Not Applicable Educational qualification : No, but must possess at least Master's degree in any discipline or its equivalent from a recognised University / Institute.
9.	Period of probation, if any	01 year

5. For the Post of Library & Information Assistant :

Sl.No.	Particulars	Criteria
1.	Name of the post	Library & Information Assistant
2.	Number of posts	01
3.	Classification	Group-B
4.	Scale of pay (Grade Pay, Band Pay)	Level 6 in pay of Rs. 35400/-
5.	Whether Selection Post or non-Selection Post	Not Applicable
6.	Age limit	30 years
7.	Educational and other qualifications required for direct recruits	Essential : First Class Bachelors Degree in Science / Arts / Commerce from recognized University / Institute and Bachelor's Degree in Library and Information Science.

Sl.No.	Particulars	Criteria
		Desirable : Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognised Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable
9.	Period of probation, if any	01 year

6. For the post of Junior Assistant:

Sl.No.	Particulars	Criteria
1.	Name of the post	Junior Assistant
2.	Number of posts	03
3.	Classification	Group-C
4.	Scale of pay (Grade Pay, Band Pay)	Level 3 in pay of Rs. 21700/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note :- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	Essential : Senior Secondary (10+2) from a recognised Board with a minimum Typing Speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable : Proficiency in other computer skills ; stenography skills. Note : One post of Junior Assistant is for Accounts Department. Therefore, knowledge and experience in Accounts is required.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable
9.	Period of probation, if any	01 year.

Instructions to the Candidates for the post of ‘Assistant Registrar’, ‘Library & Information Assistant’ and ‘Junior Assistant’:

- 1 The application form and essential qualification, experience and other details be downloaded from www.iiitkalyani.ac.in
- 2 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 15.06.2019 by Speed Post only.
- 3 The completed application form along with **Demand Draft of Rs. 600/-** (Rupees Six hundred only) [Rs. 300/- (Rupees three hundred only) for SC/ST/PWD/Women candidates], Non-Refundable, drawn in favour of the “**Indian Institute of Information Technology, Kalyani**”, payable at **Kalyani**, should reach 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 15.06.2019 by 4 P.M. by Speed Post only.

- 4 The envelope should be superscribed as “Application for the post of “.....”.
- 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, superscribed 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 printed and signed online application form along with necessary enclosures with bank draft should be sent to the following address so as to reach by 15.06.2019.

**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**