



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI
(Autonomous institution under MoE, 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, P.O-Kalyani, PIN-741235, West Bengal
website-www.iiitkalyani.ac.in

F. No. IIITK/NON-FAC.RECT/R18/2025/18

Date: 29.10.2025

ADVERTISEMENT FOR NON-FACULTY POSITIONS

Indian Institute of Information Technology, Kalyani (IIIT Kalyani) is an **Institute of National Importance** established by the Ministry of Education, Government of India by enacting IIIT (PPP) Act. 2017, along with Government of West Bengal and Industry Partners. The Institute invites online applications from suitable Indian nationals for appointment on the following non-teaching posts.

Sl.	Name of Posts	Pay Level (7 th CPC)	No of Posts
01	Deputy Registrar (for Finance & Accounts)	Level 12 (Rs 78800-209200)	1-UR
02	Senior Technical Officer	Level 12 (Rs 78800-209200)	1-UR
03	Assistant Registrar	Level 10 (Rs 56100-177500)	1-UR
04	Junior Engineer (on contract) (for electrical)	Consolidated Pay Rs. 55,932 per month	1-UR
05	Junior Assistant (on contract) (01-for Finance & Accounts; 01 for Academics & Students Affairs)	Consolidated Pay Rs. 34,286 per month	1- UR; 1-OBC

Age limit, qualifications & experience & other requirements for direct recruitment

The essential and desirable qualifications and experience for the above posts are given as below.

Sl.	Name of the Post	Upper Age limit	Educational qualification & experience
01	Deputy Registrar (for Finance & Accounts)	55 years	Essential: (i) A postgraduate degree with at least 55% marks or its equivalent with excellent academic record. (ii) 5 years administrative experience in a post carrying PB-3 with GP 5400 or equivalent in Government/ Government Research Establishment/ University/ Statutory Organizations/Organization of high repute. Desirable: i) Minimum 5 years of experience in Finance and Accounts as Assistant Registrar or in an equivalent post in Grade Pay of Rs. 5400/- in Institutes of National Importance. ii) Qualified CA/ICWA along with good academic record.
02	Senior Technical Officer	55 years	Essential: M.E/M.Tech first class with 5 years in relevant field or First class B.E/B.Tech/M.Sc./MCA in relevant field with 8 years experience at the level of Technical Officer with GP 5400 or equivalent in relevant field Desirable: i) Experience in Installation, maintenance, and system administration of Linux and Windows based systems (servers, storage, system software etc.). Strong troubleshooting skills. ii) Design, deployment/installation, configuration, operation and maintenance of large wired and wireless networks. Strong background in working with switches, routers, access points, wireless controllers, firewalls, network management systems etc. Working experience of network security infrastructure.

Sl.	Name of the Post	Upper Age limit	Educational qualification & experience
03	Assistant Registrar	45 years	Essential: A postgraduate degree with at least 55% marks or its equivalent with excellent academic record. Desirable: i) At least 03 years of experience in handling Administrative/ Legal/ Finance/ Store & Purchase/ Examination/ Establishments matters in Higher Educational Institute preferably in Institutes of National Importance.
04	Junior Engineer (on contract) (for electrical)	32 years	Essential: Degree in Engineering with 2 years experience in relevant field Or Diploma in Engineering with 5 years experience in relevant field
05	Junior Assistant (on contract) (01-for Finance & Accounts; 01 for Academics & Students Affairs)	27 years	Essential: Bachelor's degree with knowledge of computer operations. Desirable for 01- Finance & Accounts: Bachelor's degree in commerce with knowledge of Tally, GST, Income Tax.

GENERAL INSTRUCTIONS

1. Post mentioned in the Sl. 01 to 03 will be filled on Regular basis and post 04 & 05 (i.e. Junior Engineer & Junior Assistant) will be filled on contractual basis only.
2. All experience required for a post will be considered post acquiring of essential qualification requirements for the post. The cut-off date for counting educational qualifications, experience & age limit will be the last date of online application.
3. All qualifications obtained by the candidates should be from a recognized University / Institution.
4. Qualification & experience mentioned is the minimum qualification & experience for the respective post. Mere possession of essential qualification and experience does not entitle a candidate to be called for an interview/any selection process. The Institute reserves the right to restrict the number of candidates to a reasonable limit for selection process/interviews before the Statutory Selection Committee, on the basis of desirable qualification & experience & other shortlisting criteria higher than the minimum prescribed in the advertisement & as decided by the institute.
5. Mere Submission of Application does not provide the right to be called for written test/interview. If a candidate is called for a written test/interview, he/she will not get any right for selection and appointment.
6. The Institute reserves the right to fill or not to fill any or all the posts advertised.
7. Institute reserves the right to cancel/ restrict/ enlarge/ modify/ alter the Recruitment Process, if need arises, without any further notice or assigning any reason therefore.
8. The earlier notification for Senior Technical Officer (Contractual basis) against Advt. No. IIITK/Rectt/NF/2025/02 dated 07.01.2025 stands cancelled on administrative grounds and interested candidates may apply afresh as per the new terms and eligibility of this advertisement.
9. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application through ON-LINE mode within 23.11.2025 (05 PM) followed by submission of the hard copy of the online form, duly signed at designated place, within 27.11.2025 (05PM).

The On-line application will be available on <https://iiitkalyanint.samarth.edu.in/>.

NON REFUNDABLE APPLICATION FEES:

(a) For Post mentioned in SL. 01 to 03

- General/OBC/EWS Candidates : Rs. 2,000/-
- SC/ST Candidates : Rs. 1,500/-
- PwBD Candidates : Exempted

(b) For Post mentioned in SL. 04 & 05

- General/OBC/EWS Candidates : Rs. 250/-
- SC/ST Candidates : Rs. 200/-
- PwBD Candidates : Exempted

The hard copy of on-line application, duly signed at designated place, have to be sent with the supporting documents in support of applications (*i.e.* ID proof, Age Proof, Category Certificate, all educations marks sheets and certificates, experience certificate, research papers/publications etc.) to the address mentioned below within 27.11.2025 (5PM) in an A4 Size Envelope, by Speed post/Courier, failing which candidature may not be considered. The envelope shall be superscribed "Application for the post of _____".

"To The Registrar, IIIT Kalyani, WEBEL IT Park, Opposite of Kalyani Water Treatment Plant, Near Buddha Park, Dist.-Nadia, P.O-Kalyani, PIN-741235, West Bengal".

10. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode only followed by paying separate application fees along with separate set of mentioned certificates/documents as applicable. In case of application for multiple posts, candidate should send his/her application in separate envelopes. Multiple Applications for a single post are prohibited.
11. Receipt of incomplete application/ application without supporting documents/ application without fee will be summarily rejected. The Institute shall not be responsible for any postal delay.
12. Reservation of post will be as per Government of India Policy. Candidates applying under any of the reserved category posts, viz. SC/ST/OBC(Non Creamy Layer)/ PwBD/EWS will be considered subject to submission of SC/ST/OBC(NCL)/PwBD/EWS Certificate issued by the appropriate/Competent Authority in the prescribed format, notified by Government of India.
13. Applicants who are employed in any Government, Semi-Government Organizations, Autonomous Body, University, PSUs should apply through proper channel or produce a "No Objection Certificate" from their employer at the time of presentation/interview.
14. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and the candidature will be cancelled.
15. The date and time of Written test/ Interview/ selection process will be informed only through the Institute website/ e-mail. The Institute will not be responsible for non-receipt of emails by the candidates. No TA/DA or any other allowances will be paid to attend interview and selection process. Candidates have to make their own arrangements to attend the same.
16. The decision of the IIIT Kalyani in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, methodologies for the selection, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
17. Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the Official website of IIIT Kalyani only in due course. Candidates are advised to visit website regularly for updated information in this regard.
18. All the posts filled on Regular basis carry usual allowances as admissible to Central Government Employees of similar status at Kalyani, West Bengal and as decided by the Board of Governors (BoG) of IIIT Kalyani. No other allowance will be paid for post filled on contractual basis.
19. Canvassing of any kind will be a disqualification.
20. All the selected candidates will be governed by IIIT (PPP) Act, IIIT, Kalyani Statute, rules & regulation.
21. Applicants should not have been convicted by any court of law.

22. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever.
23. In case any information given or declaration by the candidate is found to be false or if the candidate has suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.
24. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Kalyani and courts/tribunals/forums at Kalyani/Kolkata only shall have sole and exclusive jurisdiction to try and such cause /dispute.
25. Candidates are requested to visit institute website for updates.

Clarification & Enquiries:

Mail to: registrar@iiitkalyani.ac.in

Dr. Kaoushik K Mukherjee
Registrar
IIIT Kalyani