



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, Kalyani - 741235, West Bengal
Email-office@iiitkalyani.ac.in, [website-www.iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)

Advt. No. IIITK/Rectt/20-21/NF/10 Dated : 28th January , 2021

Advertisement for Non-Faculty Positions

Applications are invited from Indian nationals for the following non-faculty positions at IIIT Kalyani. For detailed information, regarding pay structure, qualification, experience and other information, please visit the Institute website www.iiitkalyani.ac.in.

1. Assistant Registrar (1 post)
2. Junior Assistant (3 posts: UR-2, OBC-1)

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

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 "Indian Institute of Information Technology, Kalyani", payable at Kalyani, should reach the Deputy Registrar, 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 02.03.2021 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

Persons who applied previously in response to the advertisement No. IIITK/Rectt/19-20/F-NF/08, dated: 22nd May, 2019 for the post of Junior Assistant and submitted the Bank Draft, need not apply again. However, they may send additional qualifications acquired during the period.

The Institute reserves the right to cancel the recruitment procedure to any or all posts without any prior notice as well as without assigning any reason thereof. 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 02.03.2021 will be considered.

Advt. No. IITK/Rectt/20-21/F-NF/10

ADVERTISEMENT FOR RECRUITMENT OF 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.	Assistant Registrar	01	10
2.	Junior Assistant	UR-02, OBC-1	3

1. 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) Experience in one or more of the following areas: Accounting, Auditing and Financial procedures as applicable to Government/autonomous institutions. ii) Familiarity and knowledge with working procedures of a higher technological/educational Institution like IITs/IITs/IISERs/IISc/NITs and similar Central Government Institutions.
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

6. For the post of Junior Assistant:

Sl.No.	Particulars	Criteria
1.	Name of the post	Junior Assistant
2.	Number of posts	03 (UR-2, OBC-1)
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:

- 1 The application form and essential qualification, experience and other details be downloaded from www.iiitkalyani.ac.in.
- 2 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**, be sent to the address noted in “How to Apply”.
- 3 *Persons who applied previously in response to the advertisement No. IIITK/Rectt/19-20/F-NF/08, dated: 22nd May, 2019 for the post of Junior Assistant and submitted the Bank Draft, need not apply again. However, they may send additional qualifications acquired during the period.*
- 4 An application in prescribed form with complete information and attachments will only be entertained for further processing.
- 5 The envelope should be superscripted as “Application for the post of “.....”.
- 6 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.
- 7 All degrees/certificates should be from recognised University/Institute.
- 8 The originals must be produced at the time of interview and at the time of joining.
- 9 Incomplete application(s) without necessary enclosures may not be accepted.
- 10 Any misleading/wrong information supplied by a candidate may lead to summarily rejection of the application, if found subsequently also, the appointment will be cancelled.
- 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 a post does not entitle the candidate to be called for 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 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 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.
- 20 The originals must be produced at the time of interview and at the time of joining.
- 21 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 and bank draft should be sent by speed post to the following address so as to reach by 02.03.2021, 4pm. Soft copy of the application is also to be sent to the email address: recruitment@iiitkalyani.ac.in. Hardcopy and softcopy applications, received after the deadline will not be considered.

Address:

**The Deputy Registrar
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**