



भारतीय सूचना प्रौद्योगिकी संस्थान धारवाड़  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DHARWAD**  
[Institute of National Importance by an Act of Parliament]

Ref. No.: IIITDWD/EST/NON-TEACHING/RECR/2022/512

Date:31/01/2022

IIIT Dharwad is a self-sustaining Institute of National Importance by an Act of Parliament- (23 of 2017) in Public, Private, Partnership (PPP) mode between Ministry of Education, Government of India, Government of Karnataka and Industry Partner KEONICS.

IIIT Dharwad invites online applications for the following non-academic **Contract Positions** from Indian Nationals.

Sl. No.	Name of the Post	Posts
1	Knowledge Resources Specialist	01
2	Junior Technical Assistant	05
3	PA to Registrar	01
4	Junior Assistant	01
5	Nurse (full or part time)	01

**Note:** Last date to receive applications online is **25<sup>th</sup> Feb. 2022.**

Interested candidates may apply online at the Institute website:  
<http://www.iiitdwd.ac.in/Careers.php>

**A: Essential qualifications and experience required for the above post(s) are as under:**

1	<p><b><u>Knowledge Resources Specialist*:</u></b></p> <p><b><u>Essential Qualification and Experience:</u></b></p> <p>(i) BE/BTech Degree in CS/IS/IT or Master's Degree in relevant area + One year experience in reputed companies or academic institutions in managing digital content, web sites, eBooks, eJournals or document repositories.</p> <p>(ii) (ii) Excellent computer skills with knowledge of programming and good communication skills in English, both spoken and written.</p> <p><b><u>Desirable:</u></b></p> <p>Knowledge and experience in Web content management, knowledge management, search engines, digital libraries, social media management, intellectual property rights, eLearning systems, semantic web and mobile applications.</p>
2	<p><b><u>Junior Technical Assistant: (Computer Science / Data Science)</u></b></p> <p><b><u>Essential Qualification and Experience:</u></b></p> <p>(i) BE/BTech Degree in CS/IS/IT + One-year experience in reputed companies or academic institutions. MTech degree preferred.</p> <p>(ii) Excellent computer skills with knowledge of programming and good communication skills in English, both spoken and written.</p>
3	<p><b><u>PA to Registrar*:</u></b></p> <p><b><u>Essential Qualification and Experience:</u></b></p> <p>(i) Master's degree in English/humanities or BE/BTech/MBA with consistent academic achievement + One-year experience in a similar role in reputed companies or academic institutions.</p> <p><b>Excellent communication, interpersonal and managerial skills, especially spoken, written and on-line English skills.</b></p> <p><b><u>Desirable:</u></b></p> <p>(i) Ability to provide effective and efficient administrative and secretarial support to the reporting authority.</p> <p>(ii) Handle sensitive and complex issues in a professional and objective manner.</p> <p>(iii) IT experience, in particular use of on-line/ERP systems for office automation.</p>

4.	<p><b><u>Junior Assistant:</u></b></p> <p><b><u>Essential Qualification and Experience:</u></b></p> <p>(i) Bachelor's Degree/ Master's Degree in science or commerce with knowledge of computer applications with at least One Year of relevant experience in reputed companies or academic institutions.</p> <p>(ii) At least one-year experience in similar roles handling establishment matters/academics/stores/accounts/audit etc.</p> <p>(iii) Good working knowledge of Computer environment and office productivity tools with good communication skills in English, both oral and written.</p>
5.	<p><b><u>Nurse:</u></b></p> <p><b><u>Essential Qualification and Experience:</u></b></p> <p>(i) Bachelor's Degree in relevant field with at least One year of relevant experience in reputed academic/ medical institutions.</p> <p>(ii) Good communication skills both oral and written in Kannada, English and Hindi.</p>

**B. General Instructions to the Applicants:**

<p><b>Eligible candidates may apply through online mode only up to 25<sup>th</sup> Feb. 2022 by visiting the Institutes website (<a href="http://www.iiitdwd.ac.in/Careers.php">http://www.iiitdwd.ac.in/Careers.php</a>).</b></p>	
1	Candidates must be willing to come to Dharwad, Karnataka and be committed to working towards the growth of this Institute.
2	Without any compromise on the qualification, experience and competence, reservation as per Government of India norms is applicable.
3	Mere fulfilment of required qualifications and experience does not entitle a candidate to called for an Interview. The Institute reserves the right to consider and fill or not to fill any positions. The decision of the Institute in all matters will be final and binding.
4	The institute reserves the right not to fill up the posts, cancel the Advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.
5	The institute reserves the right to assign/transfer the selected candidates to any section/ Department within the institute and appointments will be offered accordingly.

6	The institute reserves the right to relax age, qualification and or experience in exceptional cases, or in case of persons already holding analogous positions in a Institute, University, Research Institute, Industry etc.
7	For those who are currently serving in IIIT Dharwad, age relaxation will be as per institute norms.
8	The appointment of the Selected candidates is subject to being found medically fit as per the requirement in the Institute.
9	Any interim correspondences/enquires shall not be entertained or replied to.
10	Any efforts to influence the recruitment process whatsoever will lead to disqualification of candidature.
11	In the case of any dispute/ambiguity that may be occur in the process of selection, the decision of the Institute shall be final.
12	The short-listed suitable candidates shall be informed through Email's. The candidates are advised to mention their correct Email address in the application form.
13	Applicants seeking reservation benefits available for SC, ST, OBC and EWS must be in possession of the certificates in the formats prescribed by the Government of India in support of their claim at the time of application. PWD applicants claiming age relaxation are required to attach the Disability Certificate, in the format prescribed by the Government of India.
14	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserve the rights to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicant.
15	All posts are on contract for a period of One Year and may be continued based on performance.
16	Candidates applying for more than one position are required to use separate application form.
17	All degrees should be from a recognized University/Institute.
18	Candidates must not send any additional documents other than those mentioned in this advertisement/online application form.
19	Applications that are incomplete in any respect are liable to be rejected
20	The Institute reserves the right to set shortlisting criteria higher than the minimum advertised and restrict the number of candidates called for interview to a practical limit.
21	In case of any legal dispute the jurisdiction will be limited to Hubli – Dharwad courts Only.

22	After joining the service of the institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the institute depending upon the exigency of the work.
23	All communications related to this advertisement shall be only through email. Separate printed copies will not be sent. It is the responsibility of the candidate to provide a proper email address and to check it regularly during the recruitment process.
24	Interviews may be conducted online.
25	<p><b>Emoluments:</b> Consolidated emoluments per month are as follows:</p> <p style="text-align: center;"><b>Salary details</b></p> <p style="text-align: center;">Knowledge Resources Specialist* Rs. 35,000/- per month consolidated  Junior Technical Assistant Rs. 26,000/- per month consolidated  PA to Registrar* Rs. 26,000/- per month consolidated  Junior Assistant Rs. 21,000/- per month consolidated  Full-time Nurse Rs. 21,000/- per month consolidated</p> <p style="text-align: center;">*Note: Higher salary may be considered for deserving candidates.</p>

Sd/-

Date: 31.01.2022

Director