

IIIT Dharwad is an Institute of National Importance by an Act of Parliament- (23 of 2017) in Public, Private, Partnership (PPP) mode between Ministry of Human Resource Development, Government of India, Government of Karnataka and Private Industry Partner (KEONICS) with main objective to impart education and research in Information Technology and allied areas IIIT Dharwad invites online applications for the following non-academic regular positions from Indian Nationals.

Sl. No.	Name of the Post	Job No.	Vacancies with category			Groups	Pay Level (as per 7th CPC)
1	Assistant Registrar	001	1 UR			A	Level-10 (Rs.56,100-1,77,500)
2	Junior Superintendent	002	2 UR			B	Level-6 (Rs.35,400-1,12,400)

**The Essential Qualifications and Experience required for the above post (s) are as under:**

1	<p><b><u>ASSISTANT REGISTRAR</u></b></p> <p><b><u>Essential Qualification:</u></b></p> <p>Master's degree in any discipline with at least 55% marks or its equivalent Grade B in the UGC 7-point scale from a recognized University/ Institute.</p> <p><b><u>Experience:</u></b></p> <p>Experience of Five years in an administrative position in IT related Industry or an Institute in Grade Pay of Rs. 4600/- in PB-2 or experience in research establishment/industry or other institutions of higher education with equivalent post/pay. Experience in one or more of the following areas, Accounting, Financial Procedures, Material Management, Procurement, Knowledge of G.F.R., Scholarship, Stores, Stock verification, Students Affairs, Examination, Legal Matters, Establishment.</p> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>Qualification in area of Management/ Engineering/ Law/ Commerce or equivalent. Experience in handling computerized administration and good communication skills both oral &amp; written.</li> </ul> <p><b><u>Age Limit</u></b> : 40 years</p> <p><b><u>Period of Probation:</u></b> Two Years</p>
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2	<p><b><u>JUNIOR SUPERINTENDENT</u></b></p> <p><b><u>Essential Qualification:</u></b>  Bachelor's Degree in appropriate branch with 5 years' relevant experience  OR  Master's Degree with 3 years' relevant experience</p> <p>Experience after qualifying degree in one or more of the following areas, Audit Procedures, Accounting, Financial Procedures, Tally, Materials Management, Procurement, Knowledge of G.F.R., Scholarship, Stores, Stock verification, Secretarial Practice, Students Affairs, Examination, Legal Matters, Establishment, Knowledge of online tools, Organizing/Managing Meetings and Events. Knowledge of Office Procedures and Rules.  Accustomed to working in Computer Environment with good communication skills both oral and written.</p> <p><b><u>Age Limit:</u></b> 40 years</p> <p><b><u>Period of Probation:</u></b> Two Years</p>
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**General Instructions to the Applicants**

**A**

1	The admissible benefits including Basic Pay, DA, Transport Allowance and HRA are as per Govt. of India Rules and as applicable to Hubli-Dharwad City, Karnataka.
2	Reservation Policy as per Government of India applicable norms
3	Relaxation in Age : As per GOI norms
<b>B</b>	
1.	<b>Eligible candidates may apply through online mode only up to 13.02.2019 by visiting the Institutes web site( <a href="http://www.iiitdwd.ac.in">www.iiitdwd.ac.in</a>). The printout or completed application along with all relevant supporting documents duly self attested must reach the Institute on or before 20-02-2019 through Speed Post or Registered Post or by Hand. No applications will be entertained thereafter, Institute will not be responsible for any Postal delay.</b>
2	Qualification obtained has to be from recognized University/Institute
3	Final selection will be done on the basis of written tests/screening test/Computer Proficiency Test and followed by Interview.
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 IIT Dharwad , age relaxation will be as per institute norms.
8	<p>Candidates should tender application fee of Rs. 500 (Rupees Five Hundred only ) payable through bank transactions. The UTR (Transaction Number) number should be provided in the online application. The Bank details of IIT Dharwad are as below:</p> <p>Bank Name: State Bank of India  Branch: Anjuman Complex, HDMC Circle, Dharwad-580001  IFSC Code: SBIN0040352  Account No: 37160679153</p> <p>Persons with disabilities (PWD) with minimum 40% disability, as per instructions of Government of India. These candidates may write 'Exempt' in the prescribed column. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited.</p>
9	The appointment of the Selected candidates is subject to being found medically fit as per the requirement in the Institute.
10	No TA will be paid for shortlisted candidates who are appearing for required test/Interview for the above posts.
11	Any interim correspondences/enquires shall not be entertained or replied to.
12	Any efforts to influence the recruitment process whatsoever will lead to disqualification of candidature.
13	In the case of any dispute/ambiguity that may be occur in the process of selection, the decision of the Institute shall be final.
14	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.
15	Incomplete application shall be summarily rejected.
16	Applicants seeking reservation benefits available for SC, ST and OBC 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.
17	Persons serving in Central/State/Semi-Government Organizations, Autonomous Body, Public Sector Undertakings etc. must apply through proper channel and such candidates will be required to upload the NOC on the online portal with other relevant documents, failing which such persons shall be required to produce NOC before appearing for the selection process. Further, it is also required to produce relieving letter at the time of joining, if selected, failing which they will be not permitted to join the post.
18.	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 reserves the right to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicant.
19	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.
20	The institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.

Date: 22.01.2019.

Sd/-  
Registrar.