

Indian Institute of Information Technology, Allahabad

Vacancies in Administrative and Technical Cadre

Advt.No.03/2015

Indian Institute of Information Technology, Allahabad has been in the forefront of Technology Education, Research & Development. The Institute invites applications in the prescribed format (Annexure 1) for appointment on regular/ contract/ deputation basis on the following Group-C posts upto July 31st 2015.

Sl.No.	Name of the Post(s)	No. of vacancies				Pay Band with Grade Pay
		SC	OBC	UR	Total	
1	Junior Steno	-	-	2	2	PB-1:Rs.5200-20200;GP:Rs.2400
2	Caretaker-cum-manager	-	-	1	1	PB-1:Rs.5200-20200;GP:Rs.1900

Mode of Appointments: The Institute follows reservation norms as per Gol rules.

Age: Maximum upto 35 years. For those applicants who are educationally qualified and otherwise eligible and worked in IIIT-A in any capacity for more than 5 years, a relaxation of 5 years in upper age limit will be admissible.

Essential, desirable qualification and experience for the above post(s), as per serial number, are as under:

1	Essential	i) Bachelor's Degree with minimum speed of 80 wpm in shorthand and 40 wpm in typing with 2 years relevant experience and computer knowledge.
	Desirable	Knowledge of computer office applications.
2	Essential	(i) Bachelor Degree in Hotel Management and Catering with minimum 2 years post qualification experience in a reputed organization.
	Desirable	Knowledge of computer office applications.

General Instructions to the Candidates

1. a) The SC/ST and OBCs are required to attach the caste Certificate in the format as prescribed by the Govt. of India.
b) The Institute follows the Central list in the case of SC/ST and OBCs.
2. The Institute reserves the right to assign/transfer the selected candidates elsewhere within the Institute and appointment will be offered accordingly.
3. a) Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs.
b) The Institute reserves the right to relax any of the qualifications/experience/age in exceptional cases of meritorious candidates.
c) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
4. a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview.
b) Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview.
c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.

5. a) Applications should be accompanied with a non-refundable demand draft of Rs. 400/- for General candidates and Rs. 200/- for SC/ST/OBC and Physically Handicapped candidates drawn in favor of "Director, IIIT-Allahabad" payable at Allahabad.
 - b) The issuing date of demand draft should be within the duration of Advertisement.
 - c) Demand Draft will not be refunded or re-adjusted under any circumstances.
 - d) No other mode of payment will be accepted; and such applications will be rejected forthright and the payment made shall stand forfeited.
6. a) Incomplete applications, without relevant supporting documents, without prescribed demand draft and if received after closing date will be out rightly rejected.
 - b) Institute will not be responsible for any postal delay.
 - c) Interim correspondence will not be entertained or replied to.
 - d) Any attempt to influence will lead to disqualification of candidature.
7. a) The completed application along with all relevant supporting documents and prescribed demand draft in original must reach the Institute on July 31st 2015.
 - b) Persons serving in Govt./Semi-Govt./PSUs, should send the completed application form along with all relevant supporting documents and prescribed demand draft in original THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of interview, provided they must have sent an Advance Copy along with demand draft in original.
 - c) The envelope, containing complete application, should be super-scribed as "Application for the post of".
 - d) The complete application form in all respect should be sent to "Deputy Registrar (E), IIIT-Allahabad, Deoghat, Jhalwa, Allahabad-211012, U.P."

Note: No TA/DA will be admissible to the candidates called for written test and interview. Cutoff date for determining the eligibility criteria shall be treated as 31/07/2015.

Closing date for receiving the complete application forms at IIIT- Allahabad is July 31st 2015 till 6.00 P.M.

Address for Correspondence:

The Deputy Registrar (E), IIIT - Allahabad, Deoghat, Jhalwa, Allahabad-211012, U.P., India.