



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY ALLAHABAD ESTABLISHMENT SECTION

## INTERNAL (PROMOTIONAL) VACANCY IN ADMINISTRATIVE CADRE

Advt. No.: Estt./PR/Non-Teaching/ 02/2026

Date: May 06, 2026

IIIT Allahabad is an Institute of national importance declared under the act of Parliament to provide for Education and Research in IT focused and allied branches of Engineering, Technology, Applied Sciences & Management Studies. The Institute is in search of suitable Internal candidate for appointment on the following post:

Sl. No.	Name of the Post (s)	No. of Vacancies						Pay Matrix Level (as per 7 <sup>th</sup> CPC)
		SC	ST	OBC (NC L)	UR	PwD	Total	
1	Assistant Registrar	-	-	-	01	-	01	Level-10
	<b>Total</b>	-	-	-	01	-	01	

Other than the total salary (which includes Pay in the Pay Matrix Level, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible for above posts.

<b>Maximum Age Limit (Group/post-wise)</b>	<b>Group A</b>	Sl. No. 1	Age limit prescribed for the post is not applicable for regular employees of IIIT Allahabad.
--	----------------	-----------	--

**Mode of Appointments:** Sl. No. 1 - The post is to be filled on promotional basis

The essential, desirable qualifications and experience for the above post, as per serial number, is as under:

Post : Assistant Registrar		
1	Essential	A degree with 8 years administrative experience as Superintendent in PB-2 with GP Rs. 4600.
	Desirable	i) Professional qualification in area of Management / Finance & Accounts ii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishment matters.

### GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Candidates must ensure that they possess the essential qualifications and experience stipulated in the advertisement before applying. The Institute reserves the right to place a reasonable limit by putting certain criteria on the total number of candidates to be called for written test/interview.
2. Mere fulfillment of the stated qualifications does not automatically entitle a candidate to be called for written test/interview. Candidates are expected to provide all relevant details of qualifications and experience with supporting documents.
3. If a candidate is found ineligible at any stage of the recruitment process, he/she shall be disqualified and their candidature will be cancelled forthwith. Hiding of information or submission of false/misleading information shall lead to cancellation of candidature at any stage of recruitment.
4. The Institute reserves the right to reject any application without assigning any reason whatsoever.
5. Applications received in response to this advertisement will be scrutinized and only scrutiny-cleared applicants will be called for the selection process. It may not be possible or convenient to conduct the shortlisting process for all eligible applicants. Under such circumstances, the

- Institute can limit the number of applicants to be called for the selection process on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement.
6. Candidates belonging to SC/ST and OBC-NCL categories are required to attach attested copies of their Caste Certificate in the format prescribed by the Government of India with their application.
  7. Preference will be given to Persons with Disabilities (PwD), even where specific reservation is not indicated in the vacancy table, provided suitable PwD candidates are available and meet the prescribed eligibility criteria.
  8. The Institute reserves the right to assign/transfer the selected candidate to any section, department, or office within the Institute as per administrative requirements.
  9. The Institute reserves the right to relax/ raise any of the prescribed qualifications/experience with the approval of the competent authority.
  10. The date of determining the eligibility of all candidates in every respect shall be the normal closing date of the advertisement (May 20, 2026, 05:00 PM).
  11. The selection criteria will be decided by the selection committee and shall be communicated to the candidates in advance. The final selection shall be based on the candidate's performance in the written test (if applicable) and interview, along with their overall qualifications and experience.
  12. Internal correspondence or representations will not be entertained or replied to any attempt to influence the selection process shall lead to immediate disqualification of candidature.
  13. Candidates are required to complete the enclosed application form and attach all relevant, self-attested supporting documents.
  14. The complete application, along with all relevant supporting documents (duly self-attested), must be submitted by hand to the Joint Registrar (Estt.), Establishment Section, Admin. Extension Block-II, East Wing, IIIT Allahabad on or before May 20, 2026, till 05:00 PM. The envelope containing the complete application should be superscribed with "Application for the post of Assistant Registrar (Promotional Vacancy) – Advt. No. Estt./PR/Non-Teaching/02/2026".
  15. Incomplete applications, applications without relevant supporting documents, or applications received after the closing date and time shall be summarily rejected. The Institute shall not entertain any request for extension or late submission.
  16. After submission, the applicant should retain a copy of the submitted application for their records.
  17. In case of any dispute, ambiguity, or claim arising out of this advertisement or the selection process, the decision of the Director, IIIT Allahabad shall be final and binding on all parties.
  18. Any legal proceedings in respect of any matter, claim, or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Prayagraj, and the courts/tribunals/forums at Prayagraj shall have sole and exclusive jurisdiction to try such cause/dispute.

**Copy forwarded to:**

- (a) Director-For kind information please.
- (b) Registrar
- (c) All HoDs / Deans
- (d) Notice Board / Institute Website

**Joint Registrar (Estt.)**



11. Academic Record starting with secondary education (Please attach Xerox copies of Degree Certificate)

Examination	Branch/ Specialization	College/University /Institute	Year	Percentage /Grade	Class/ Division

12. Employment: [particular of your past position (s)]

Employer	Position held	Date of Joining	Date Leaving	Pay with Scale of pay

Certified that the information furnished above are correct to the best of my knowledge. In the event, any information found to be incorrect, my candidature should be cancelled be it at any stage.

Date: .....

Signature of Applicant

Forwarded by Head/Section In-charge

Completed application *duly forwarded by Head/Section in-charge* should be submitted to the following on or before 20.05.2026 up to 5:00 PM.

Joint Registrar (Estt.)  
IIIT Allahabad

