

ADVERTISEMENT OF NON-FACULTY POSITIONS

Advertisement No.: 3/2/2023/NF1

Date 01.11.2023

The Indian Institute of Information Technology Senapati, Manipur is an Institute of National Importance, Government of India established by an Act of Parliament under the Public-Private-Partnership mode engaged in teaching and research. IIIT Senapati Manipur invites applications from the Indian Nationals for the recruitment of following positions. The name and number of positions are given below.

Sl. No.	Name of the post (s)	No. of Vacancies						Level as per 7 th CPC
		UR	SC	ST	OBC	EWS	Total	
1.	Technical Officer	2	-	-	-	-	2	10
2.	Assistant Registrar	1	-	-	-	-	1	10
3.	Assistant Security Officer	1	-	-	-	-	1	6
4.	Junior Superintendent	3	-	-	1	-	4	6
5.	Junior Assistant	3	-	1	1	1	6	3
6.	Junior Technician	2	1	-	1	-	4	3
7.	Driver	1	-	-	1	-	2	3
8.	Attendant	2	1	-	1	-	4	2

UR – Unreserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Class, EWS – Economically Weaker Section, Reservation will be as per the Govt. of India norms			
Maximum age limit	Group – 'A'	Serial No. 1 & 2	Upper age limit 45 years
	Group – 'B'	Serial No. 3 & 4	Upper age limit 32 years
	Group – 'C'	Serial No. 5 - 8	Upper age limit 27 years

The essential, desirable qualification, and experience for the above post(s), are as under:

Sl. No	Name of the post(s)	Qualification & Experience
1	<p align="center">Technical Officer Level – 10, (pre-revised PB-3: 15600-39100 Grade Pay Rs. 5400)</p>	<p>Essential Qualification & Experience: First class M.Sc in Computer Science or MCA or B.E/B.Tech in Computer Science & Engineering / Electronics & Electrical Engineering / Electronics & Communication Engineering or equivalent with eight (08) years of experience in research/academic organizations. Or First class M.E/M.Tech in Computer Science & Engineering/ Electronics & Electrical Engineering / Electronics & Communication Engineering or equivalent with five (05) years of experience in research/academic organizations. Desirable: Experience in relevant area of Central Autonomous Bodies / Institute of National Importance. Age Limit: 45 years</p>
2	<p align="center">Assistant Registrar Level – 10, (pre-revised PB-3: 15600-39100 Grade Pay Rs. 5400)</p>	<p>Essential Qualification & Experience: A Post Graduate degree with at least 55% marks OR its equivalent with excellent academic records. Desirable: Professional qualification in the area of Management / Finance & Accounts. Experience in handling Administrative / Legal / Finance / Store / Establishment matters. Relevant experience in Govt./Central Autonomous Bodies/Institute of National Importance. Age Limit: 45 years</p>
3	<p align="center">Junior Superintendent Level – 6, (pre-revised PB-2: 9300-34800 Grade Pay Rs. 4200)</p>	<p>Essential Qualification & Experience: First class Bachelor's degree with six (06) years of experience in relevant area OR A Post Graduate degree with four (04) years of experience. Desirable: Relevant experience in Govt./Central Autonomous Bodies/Institute of National Importance. Age Limit: 32 years</p>
4	<p align="center">Assistant Security Officer Level – 6, (pre-revised PB-2: 9300-34800 Grade Pay Rs. 4200)</p>	<p>Essential Qualification & Experience: Graduate + Military / Police or NCC & Fire Fighting training + 6 years' experience. Desirable: At least six years of experience in the pay matrix level-5 or higher Age Limit: 32 years</p>
5	<p align="center">Junior Assistant Level – 3, (pre-revised PB-1: 5200-20200 Grade Pay Rs. 2000)</p>	<p>Essential Qualification & Experience: Bachelor's degree with knowledge of computer operations. Desirable: Relevant experience in Govt./Central Autonomous Bodies/Institute of National Importance. Age Limit: 27 years</p>
6	<p align="center">Junior Technician Level – 3, (pre-revised PB-1: 5200-20200 Grade Pay Rs. 2000)</p>	<p>Essential Qualification & Experience: Bachelor's Degree in Computer Science & Engineering / Electronics and Electrical Engineering / Electronics and Communication Engineering or equivalent OR Diploma in Computer Science & Engineering / Electronics and Electrical Engineering / Electronics and Communication Engineering or equivalent with two (02) years of experience in relevant fields. Desirable: Relevant experience in Govt./Central Autonomous Bodies/Institute of National Importance. Age Limit: 27 years</p>

7	<p style="text-align: center;">Driver</p> <p>Level – 3, (pre-revised PB-1: 5200-20200 Grade Pay Rs. 2000)</p>	<p>Essential Qualification & Experience: Senior Secondary (10+2) with light & heavy-duty driving license with badge plus two (02) years' experience.</p> <p>Desirable: Relevant experience in Govt./Central Autonomous Bodies/Institute of National Importance.</p> <p>Age Limit: 27 years</p>
8	<p style="text-align: center;">Attendant</p> <p>Level – 3, (pre-revised PB-1: 5200-20200 Grade Pay Rs. 1900)</p>	<p>Essential Qualification & Experience: Senior Secondary (10+2) with 4 years of experience in as multi-tasking staff (MTS).</p> <p>Desirable: Relevant experience in Govt./Central Autonomous Bodies/Institute of National Importance.</p> <p>Age Limit: 27 years</p>

GENERAL INSTRUCTION TO THE CANDIDATES

1. The Institute reserves the right to restrict the number of candidates for interview/written to reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
2. The Institute reserves the right to fill or not to fill any of the vacancies advertised, cancel the Advt. in whole or in part or reject any or all applications without assigning any reason and its decision in this regard shall be final.
3. The vacancies advertised are indicative and subject to variation at the time of interview/recruitment.
4. The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and PwDs. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government. Copy of the Certificate for OBC/SC/ST/PwD must have been issued by the competent authority as per Government of India norms. The OBC/EWS candidates applying for the post must produce OBC/EWS certificate, issued on or after 01 April 2023.
5. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever. Any misleading/wrong information supplied by the candidates may lead to summarily rejection of the application, if found subsequently, also the appointment will be cancelled.
6. Candidates desirous of applying for more than one post should submit separate application for each post along with requisite application fee as applicable for each post.
7. The date of determining the eligibility of all candidates in every respect shall be the normal closing date of Advertisement i.e. 15 December 2023.
8. The selection process will consist of:
 - (i) Written Test, Presentation and Interview for Sl. No. 1 and 2
 - (ii) Written Test & Skill Test for Sl. No. 3, 4, 5, 6, 7 and 8

9. The candidates shall be required to pay the following non-refundable application fee through NEFT/RTGS/IMPS in the following account

Account Name: Indian Institute of Information Technology Society Manipur

Account No.: 264301000132

IFSC: ICIC0002643

Bank Name: ICICI Bank

Branch Name: Porompat, Imphal

- (a) Applicants belonging to General / OBC category Rs. 2000/-
- (b) SC & ST candidates Rs. 1000/-
- (c) The fee once paid will not be refunded or re-adjusted under any circumstances.
- (d) No other mode of payment will be accepted except online payment as mentioned above.
- (e) The payment transaction number details shall be given in the application form along with date.

10. The candidates are required to apply through the recruitment portal link <http://recruit.iitmanipur.ac.in> and pay the fee on or before 15 December 2023. No other mode of submission of application form shall be entertained by the Institute, in any case.

- a) Candidates applying for more than one post are required to submit separate application with fee for each post.
- a) The duly filled Online Application form should be downloaded and signed by the applicant and sent along with self-attested copies of relevant certificates/ supporting documents shall be submitted in sealed covers to:

The Director

Indian Institute of Information Technology Senapati, Manipur

Mantripukhri, Imphal - 795002, Manipur

The <post applied for> must be clearly mentioned on the sealed envelope

- b) Important dates

Opening date for on-line application : 03 November 2023

Closing date for on-line application : 15 December 2023

Last date of receipt of hard copy of duly filled Application : 29 December 2023, 17:00 Hrs

- c) Incomplete application, printed application submitted without signature, applications which are not clearly legible, applications submitted without supporting documents, application fee will not be considered and the same will be rejected.

11. The Institute may request candidates to submit any required information at any point during the recruitment process, if needed.

12. Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the printout of completed application THROUGH PROPER CHANNEL within 10 days of the last date of submission of Application to The Director, IIIT Senapati, Manipur, Mantripukhri, Imphal – 795001, in addition to advance copy within the last date, failing which such persons shall be required to produce No objection Certificate (NOC) at the time of selection process.

13. The maximum age limit will be considered on the last date of submission of application. The age relaxation of five (05) years for SC/ST candidates and three (03) years for OBC-NCL candidates with additional ten (10) years of age relaxation to persons with disabilities will be given in accordance with the Government of India Rules. Relaxation in upper age limit for those candidates, who are in Central Government, Ex-Servicemen, shall be admissible as per the Government of India rules. Age relaxation is applicable to the existing employees (contract) of the Institute as per BOG resolution. No. 5.10.
14. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIIT Manipur, shall be final.
15. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Imphal and courts/tribunals/forums at Imphal only shall have sole and exclusive jurisdiction to try such case /dispute.
16. Mere fulfilment of minimum qualification and experience requirements for the post does not entitle the candidate to be called for an interview/written test.
17. No interim queries regarding interview/selection process will be entertained.
18. Institute is not responsible for any postal delay
19. Any attempt to influence the recruitment process/ Canvassing in any form will lead to disqualification of candidature.
20. Decision of the Selection Committee and the Board of Governors of IIIT Manipur with respect to the selection process is final.

Interim Registrar (i/c)
IIIT Manipur