IIIT Vadodara - International Campus Diu

(Satellite campus of IIIT Vadodara)
Education Hub, Kevdi - Diu (U.T.) - 362 520.
www.diu.iiitvadodara.ac.in

IIITV-ICD

Advt. No. IIITV-ICD CELL/RECRUITMENT/21-22/01   **Date: 25.06.2021**

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSITIONS

1.   Indian Institute of Information Technology Vadodara International Campus Diu (IIITV-ICD), is satellite campus of IIIT Vadodara. IIITV-ICD is located at Diu Education Hub, Diu. IIITV-ICD invites applications from the Indian Nationals for filling up the vacant Non -Teaching Staff positions purely on scaled contract for 03 years (extendable by 02 years on annual basis) with all service benefits eligible to regular employees. Some candidates may be considered on consolidated Pay Contract. The vacant Non-Teaching Staff positions and their revised 7th CPC scales are as under:

Sr. No.	Name of the Post	Posts	Pay Level (7th CPC)
(a)	Chief Administrative Officer	01 (UR)	Level-12 (Rs. 78800 – 209200)
(b)	Jr Technical Superintendent	01 (UR)	Level-6 (Rs. 35400 – 112400)
(c)	System Administrator	01(UR)	Level-6 (Rs. 35400 – 112400)
(d)	Jr Superintendent	01(UR)	Level-6 (Rs. 35400 – 112400)
(e)	Administrative Assistant	01(UR)	Level-3 (Rs. 21700 – 69100)

2.   Some candidates may be considered for appointment on consolidated pay contract.

3.   Important dates are as under:

(a)	Last Date for receiving soft copy by email	16-08-2021
(b)	Last Date for receiving hard copy	7 days from date at 3(a)

4.   All qualification and experience will be considered on the basis of last date of receipt of application.

5.   The above advertisement is for Contract employment only. Terms and conditions as mentioned in the **Annexure - I** are applicable.

6.   Employees of IIIT Vadodara who apply against this advertisement will be considered in their current service status.

7. The candidates may download the Essential & Desirable Qualifications/ Experience (**Annexure - I**), General Details (**Annexure - II**) and Application Form (**Annexure - III**), from the institute website: <http**://diu.iiitvadodara.ac.in/** >.

8. The completed Application along with relevant supporting documents duly self-attested and application fee (as applicable) should be sent by registered post/ speed post to **The Nodal Officer, IIITV-ICD at Indian Institute of Information Technology Vadodara, c/o Block No. 9, Government Engineering College Campus, Sector-28, Gandhinagar, Gujarat – 382 028.** Receipt of incomplete application/ application without supporting documents/ application without fee will be summarily rejected.

9. Envelope containing complete application should be superscribed as **"Application for the Post of _____, Advt No: _____ dated _____."**

10. Candidates are required to send soft copy of the filled up Application (in pdf format) with scanned supporting documents to Email ID: **recruitment@diu.iiit.vadodara.ac.in**. However, it is to be noted that sending of hard copy of filled up Application with all supporting documents (as applicable) by the due date is essential. List of the Candidates, "whose applications are received by the due date" will be published on the Institute website (without screening) within 15 days for the information of all concerned.

[NOTE:- IIITV-ICD was established in the year 2020 as an satellite campus of IIIT Vadodara. IIIT Vadodara is an Institute of National Importance by the Ministry of Education (earlier Ministry of Human Resource Development), Govt. of India under **PPP (Public Private Partnership)** mode. IIITV-ICD is in **Self-Sustainable Mode** and hence does not receive any fund under Code Head OH-36 (Grant in-aid Salaries) from the Govt. of India or UT Administration of Daman and Diu towards salaries of its employees. These points are highlighted hereto for general information. Institute has adopted the pay structure of Central Government at present which may get revised in due course based on sustainability of the Institute and/or as and when rules are framed/ implemented/ modified by the Institute.**]**

Director

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(1). **DETAILS OF QUALIFICATION, EXPERIENCE, AGE AND PAY**

The details of the essential & desirable qualification, minimum experience required, age limit and applicable pay for recruitment on to the various posts are as follows:

(1.1). **Name of the Post**: Chief Administrative Officer

Number of posts	01 (One) (UR)
Classification	Group-A
Pay Level	Level-12 (Rs. 78800 – 209200). (Superannuated candidate will be considered on consolidated pay of INR 1.25 lakh per month).
Age Limit	Maximum 45 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable). Superannuated candidates up to 65 years of age will be considered.
Essential Educational Qualification {Either (i) or (ii)}	(i) For B.Tech/ BE/ Bsc (Engg.): 1st Division in the specified degree. If division is not awarded, 60% mark as per composite grade/6.0 composite grade point will be considered. (ii) Other Non-Engineering degree (Science, Commerce, Humanities): candidates need to have Masters' 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.
Essential Experience Required	(a) 9 years' experience as Assistant Professor in the AGP of INR 6000/- and above with experience in educational administration. **OR** (b) Comparable experience in research establishment and/or other institutions of higher education, **or** (c) 5 years of administrative experience as Assistant Registrar **or** equivalent.
Desirable Qualification & Experience	(a) Qualification in area of Management / Engineering / Law. (b) Experience in handling computerized administration / legal / financial / establishment matters. (c) A Chartered or Cost Accountant degree or diploma.
Method of Recruitment	Direct on Scaled contract/ Consolidated pay for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.
Additional	Rent free accommodation of eligible category will be provided in campus, subjected to availability.

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(1.2). Name of the Post:- Jr Technical Superintendent

Number of posts	01 (One) (UR)
Classification	Group-B
Pay Level	Level-6 (Rs. 35400 – 112400)
Age Limit	Maximum 35 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
Essential Educational Qualification	B.E. /B.Tech. / BSc (Engg.) in any combination of degree with Electronics and communication will be considered. viz Electronics and Communication, Information Communication Technology (ICT), Electronics and Telecommunication, Electronics Engineering, Telecommunication Engineering from a recognized University or Institute with 01 year relevant experience. Experience in contract position will also be considered.
Essential Experience Required	(a). Requisite experience (as per Essential Educational Qualification) in one or more of the following areas in a reputed Institution: Setting up/ Handling, maintenance and conduct of experimental classes of Electronics/ Electrical/ Physics laboratory. (b). Practical experience of using software & IT tools in related area are essential.
Desirable Qualification & Experience	(a). Experience in computerized work environment. (b). Experience in administrative/ academic activities. (c). Good writing and communication skills.
Method of Recruitment	Direct on Scaled contract for 03 years (extendable by 02 years on annual basis) with all service benefits eligible for regular employees.

(1.3). Name of the Post:- System Administrator

Number of posts	01 (One) (UR)
Classification	Group-B
Pay Level	Level-6 (Rs. 35400 – 112400)
Age Limit	Maximum 32 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
Essential Educational Qualification	(a). B.E. or B.Tech. in Computer Science/ IT/ Electronic Communication Engineering with one year relevant experience in networking/ system administration. Experience in contract position will

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	also be considered.(Any combination of Computer Science Engineering, Electronics Telecommunication / Communication Engineering will be accepted). **OR** MSc in Computer Science / IT OR MCA with one year relevant experience in networking/system administration. (b). Knowledge of computer applications and networking.
Essential Experience Required	(a). Requisite experience (as mentioned above) in one or more of the following areas in a reputed Institution: Handling, maintenance and conduct of experimental classes of Computer laboratory/ Managing Campus LAN, Servers, Gateways, Software's etc. (b). Practical experience of installation and use of relevant software & IT tools in related area is essential.
Desirable Qualification & Experience	(a). The candidate well versed with the Routing and switching devices on multiple technologies like wireless, broadband, TCP/IP and protocol analysis tools will be preferred. (b). Experience in configuring network devices and implementing network solutions, security protocol, interfaces etc. (c). Sound knowledge of LAN/WAN and virtual private network. (d). Experience in Network Analysis tools like PRTG, MRTG etc. (e). Experience in administrative/ academic activities. (f). Good writing and communication skills.
Method of Recruitment	Direct on Scaled contract for 03 years (extendable by 02 years on annual basis) with all service benefits eligible for regular employees.

(1.4). Name of the Post:- Jr Superintendent

Number of posts	01 (One) (UR)
Classification	Group-B
Pay Level	Level-6 (Rs. 35400 – 112400)
Age Limit	35 years (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
Essential Educational Qualification & Experience	(i) Bachelor's degree in appropriate discipline with relevant experience of four years after the qualifying degree. For applicants with Master's degree, normal duration of Master's programme would be counted towards experience. Experience in contract position will also be considered. (ii) Proficiency in the use of variety of computer office applications like MS Word, Excel, Power-point or equivalent.
Desirable Qualification &	Preference will be given to candidates with:- Having experience (in reputed organization) related to work in

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Experience	Academic Institution. Should be able coordinate work with subordinate staff.
Method of Recruitment	Direct on Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.

(1.5). **Name of the Post**:- Administrative Assistant

Number of posts	01 (One) (UR)
Classification	Group-C
Pay Level	Level-3 (Rs. 21700 - 69100)
Age Limit	Maximum 27 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
Essential Educational Qualification & Experience	Bachelor's degree with minimum 50% marks with key depression speed equivalent to 40 wpm and proficiency in computerized office applications like Word, Excel, Power point etc. along with 01 years of relevant experience in Govt./Semi Govt./Central autonomous bodies (Experience in contract position will also be considered.).
Desirable Qualification & Experience	Experience in office procedure like maintenance of file, noting, drafting diary, organizing etc. and experience in Engineering & Technical Institutions of National Importance like IITs/ IISERs/IISc/NITs/ IIITs and similar Central Govt. Institutions will be an added advantage.
Method of Recruitment	Direct on Scaled contract for 03 years (extendable by 02 years on annual basis) with all service benefits eligible for regular employees.

NOTE:- Other than the total salary as per 7th CPC (which includes Basic Pay in the Pay Level, Dearness Allowance, Transport Allowance, HRA and NPS -Employer's contribution), Medical and Children Education Allowance are also admissible as per IIITV-ICD. These benefits are subject to change as per the decisions of Board of Governors. Consolidated Salary candidates will be not be entitled for any other allowance except if mentioned separately or allowed by the Institute at a later date.

Director

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(2). GENERAL DETAILS & INSTRUCTIONS TO THE CANDIDATES

(2.1).   Eligible and desirous candidates may apply for one or more post(s) by downloading **Application Form** from the Institute website <**http://diu.iiitvadodara.ac.in/**>

(2.2).   The Application form should be filled in by the candidate in block letters only and each page of the Application form should be signed by the candidate.

(2.3). The completed Application along with all relevant supporting documents duly self-attested should be sent by Registered post/ Speed post so as to reach by specified date to **The Nodal Officer, IIITV-ICD at Indian Institute of Information Technology Vadodara, c/o Block No. 9, Government Engineering College Campus, Sector-28, Gandhinagar, Gujarat – 382 028**.

(2.4).   The Institute shall not be responsible for any postal delay.

(2.5).   Envelope containing complete application should be superscribed as "**Application for the post of**_____)**".

(2.6). Incomplete Application, application without relevant self-attested supporting enclosures, application without the required fee and application received after the due date will be summarily rejected.

(2.7). The applicant shall be required to pay following non-returnable application fee by the way of Demand Draft in favour of "**IIITV-ICD Main Account**" payable at Diu, (SBI branch Code: 60114) or by NEFT at:-

Bank Name	State Bank of India
Account No.	39744224201
Account Holder Name	IIITV-ICD Main Account
Branch	Diu, UT, Opposite Admin Office
IFSC Code	SBIN0060114

(a)   Fee for Female Candidates - **NIL**

(b)   Fee for Employees of IIIT Vadodara - **NIL**

(c)   Fee for SC/ST/PwDs Candidates - Rs 250/- + 18% GST= **Rs 295/-**

(d)   Fee for other Candidates - Rs 500/- + 18% GST = **Rs 590/-**

(2.8).   The fee once paid will not be refunded or adjusted under any circumstances.

(2.9).   The selection process will consists of followings:-

(a).   Scrutiny, Written Test/ Presentation and Interview for Sr. No. 1.1 to 1.5 above.

(2.10). The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process. Mere submission of application does not provide right to be called for the selection process. If a candidate is called for the selection process, he/ she will not get any right for selection and appointment. There is no system or practice to send any written communication to candidates not called for selection process or who are not selected after the selection process, indicating the reasons for rejections.

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(2.11). Interim correspondence/ inquiries shall not be entertained or replied to.

(2.12). The Institute reserves the right not to fill up any or all the posts/ cancel this Advertisement in whole or in part at any stage of the selection process without assigning any reason and its decision in this regard shall be final.

(2.13). The Institute reserves the right to assign/ transfer the selected candidates to any section or department within/ outside the Institute and appointments will be offered accordingly.

(2.14). All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualification/ experience in exceptional cases.

(2.15). Higher initial basic pay may be given to deserving candidate(s).

(2.16). Upper age limits for the above posts are relaxed for the internal candidates of 2IIIT Vadodara.

(2.17). Some candidates may be considered for appointment with consolidated pay contract. Employee considered for appointment on consolidated pay contract shall not be entitled for Dearness Allowance, Transport Allowance, HRA, NPS, Medical and Children Education Allowance etc.

(2.18). No TA/ DA will be paid for appearing written test/ interview for any posts. Candidates called for written test/ Interview are required to make arrangement of accommodation on their own.

(2.19). In case the candidates undertake to travel by any other mode/ higher class for appearing into Interview, the reimbursement will be restricted to the fare of shortest route as per the rates of 3rd AC Train Fare or the actual expenditure whichever is less. Candidates are advised not to book multi city tickets. In such case, partial refund will be provided as per the decision of the Institute.

(2.20). Any attempt to influence the recruitment process whatsoever will lead to disqualification of the candidate.

(2.21). Candidates working in Govt./ Semi Govt. /PSUs should get their application forwarded through proper channel or will be required to submit a "**No Objection Certificate**" from their employers at the time of interview, if shortlisted during selection process.

(2.22). In case of any dispute, decision of the Director, IIIT Vadodara shall be final.

(2.23). Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Gandhinagar/Ahmedabad and courts/tribunals/forums at Gandhinagar/ Ahmedabad only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

(2.24). All candidates are advised to regularly check the Institute website for any update on this advertisement.

(2.25). Employees of IIIT Vadodara who apply against this advertisement will be considered in their current service.

(2.26) Candidates called for interview to fill a vacancy, may be considered for lower post if they are otherwise found suitable.

Director

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APPLICATION FORM FOR NON-TEACHING POSITION
Advt. No. IIITV-ICD CELL/RECRUITMENT/21-22/01 Date: 25.06.2021

Details of Application Fee:

DD No./ Online Payment Details	Date	Amount	Name of Issuing Bank

Affix Recent Passport size photograph

Post Applied: _____

1. Personal Details:

Full Name : _____

Email ID : _____

Mobile No : _____

Date of Birth : _____ Gender : _____

Father's/Husband's Name : _____ Mother's Name : _____

Marital Status : _____ Nationality : _____

Category (UR/SC / ST / OBC) : _____ Religion : _____

PWD : VH : ___ HH : ___ OH : ___

Address for

Correspondence : _____

_____

_____PIN CODE:_____

Permanent Address : _____

_____PIN CODE: _____

2.   Educational Qualification Details (Attach self-attested photocopies of Relevant Certificates & Mark sheets) : Attach extra rows/ sheets if required. Start from highest qualification, Formal Degrees only).

Sr. No.	Name of Exam. Passed	Name of School/ College/ Institute	Board/ University	Year of Passing	Marking Mode	% of Marks/ CGPA	Class/ Grade/ Division
(a).							
(b).							
(c).							
(d).							
(e).							
(f).							

3.   Whether employed or not: Yes/ No_____

(Furnish details of present and past employment in chronological order (Start from current) in following table and attach self attested Photocopies of Relevant Certificate) : Attach extra rows/ sheets if required.

Sr. No.	Organization / Institute	Adhoc/ Regular/ Temp./ Contract	Period		Total Period	Scale of Pay/ Consolidated Pay	Nature of Duty
			From	To			

4. Competency in using Computer (Provide details): _____
_____

5. Additional Qualification/ (include certification programmes attended) _____

_____

6. Name, Designation, Address and Contact No. of two responsible and reputed persons:

Name		Position	
Address		Email	
Phone No		Mobile Number	

Name		Position	
Address		Email	
Phone No		Mobile Number	

7. Any other relevant information_____
_____
_____
_____

8. Details of enclosures (attached) in support of information in this application.

(a). _____

(b). _____

(c). _____

(d). _____

(e). _____

(f). _____

(g). _____

(h). _____

9. **Declaration** : I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In understand that in case of any particular information furnished by me is found false/ incomplete or ineligible, my candidature is liable to be rejected or cancelled and even after appointment it is found false or incorrect, my services are liable to be terminated without any notice.

Place:

Date: Signature of Applicant

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