Advt. No.IIITU-NT-2024/02   20, Sept.'24

ADVERTISEMENT FOR THE POST OF NON TEACHING POSITIONS REGISTRAR, ASSISTANT REGISTRAR, AND ASSISTANT PHYSICAL EDUCATION OFFICER

(DEPUTATION/CONTRACT/REGULAR BASIS)

Indian Institute of Information Technology (IIIT) Una has been established as an Institute of National Importance under the MoE, GoI by an IIIT (PPP) Act of Parliament No. 23 of 2017.

The Institute invites applications from Indian Nationals for the post of Registrar, Assistant Registrar, and Assistant Physical Education Officer on Deputation/Contract/Regular basis.

The start date for submission of online application is 23, Sept.'24.

The last date for submission of online application is 17:00 hrs. on 21, Oct.'24.

The last date for receipt of hard copy is 28, Oct.'24. till 17:00 hrs.

Please visit our website www.iiitu.ac.in for further details.

REGISTRAR

ADVERTISEMENT FOR THE POST OF REGISTRAR, ASSISTANT REGISTRAR, AND ASSISTANT PHYSICAL EDUCATION OFFICER

Applications are invited from Indian Nationals who would like to contribute for the development of IIIT Una, an Institute of National Importance set up, and managed by the Ministry of Education, Govt. of India under the act of Parliament no. 23 of 2017. The details of vacancies are as follows:

I. No. of Vacancies:

Sr. No.	Description	Total	Reservation Status
1.	Registrar	**01**	UR
2.	Assistant Registrar	**01**	UR
3.	Assistant Physical Education Officer	**01**	UR

II. MINIMUM QUALIFICATION, EXPERIENCE, AND OTHER DETAILS

1. REGISTRAR

1.	Name of the Post	Registrar
2.	Number of posts	01
3.	Classification	Group A
4.	Initial Basic Pay	L14 (**Annexure-I**)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Upper·age limit: 55years
7.	Educational and other qualifications required for direct recruitment.	A PG and UG degree with at least 60% marks or minimum CGPA of 6.5 and a PhD degree with 5 years of experience as Professor along with relevant administrative experience (**Annexure-I**). OR A PG and UG degree with at least 60% marks or minimum CGPA of 6.5 and a PhD degree with 15 years of experience as Associate Professor along with relevant administrative experience (**Annexure-I**). OR A Postgraduate degree with at least 60% marks or minimum CGPA of 6.5 with 15 years of administrative experience, of which 10 years at level L12 (**Annexure-II**).
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Educational Qualifications will apply.

9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment OR Deputation OR contract basis for a tenure of up to 3 years or till attaining the age of 62 years whichever is earlier.
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	10 years of experience as Deputy Registrar at level L12 **(Annexure-II).**
12	If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Section 9(4) of Statutes of Institute.

2. ASSISTANT REGISTRAR

1.	Name of the Post	Assistant Registrar
2.	Number of Posts	01
3.	Classification	Group A
4.	Initial Basic Pay	L10 **(Annexure-II)**
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Upper age limit : 50 years
7.	Educational and other qualifications required for direct recruitment	A Postgraduate degree and UG degree with at least 60% marks or minimum CGPA of 6.5 with excellent Academic Record and 8 years of experience at level L7 **(Annexure-II)**. **Desirable:** Professional qualification in area of Management/ Finance & Accounts Experience in handling Administrative/ Legal/ Finance/ Stores and Purchase/Establishments matters.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Educational Qualifications will apply.
9.	Period of probation, if any	One year in case of direct recruitment
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment/ Deputation-50% Promotion-50%

11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	**Promotion:** Post graduate Degree with 8 years administrative experience at L7. **Deputation:** As in direct recruitment.
12.	If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Section 9(4) of the Statutes of Institute.

3. ASSISTANT PHYSICAL EDUCATION OFFICER

1.	Name of the Post	Assistant Physical Education Officer
2.	Number of Posts	01
3.	Classification	Group A
4.	Initial Basic Pay	L10 **(Annexure-II)**
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	50 years
7.	Educational and other qualifications required for direct recruitment	PG and UG in Physical Education with a minimum of 60% or 6.5 CGPA and 8 years of experience as Sr. Physical Training Instructor or equivalent at level L7 **(Annexure-II)**.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Educational qualifications will apply.
9.	Period of probation, if any	One year in case of direct recruitment
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment: 75% Promotion : 25%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	8 Years of Experience as Sr. Physical Training Instructor or equivalent at the level L7.
12.	If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Section 9 (4) of Statutes of Institute.

III.   HOW TO APPLY

1. The eligible and interested candidates are required to apply online at the Institute website www.iiitu.ac.in. Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a unique application id.

2. Candidates are directed to note down and remember this unique application id which will be used to identify a candidate for Written Test and Interview.
   No correspondences/enquiry for lost application id will be entertained.

3. On submission of online applications, the pdf of the complete application will be generated. The generated application has to be downloaded and after signing on each page, the signed downloaded filled in application alongwith the Annexures A to K (as applicable) has to be sent to the following address:

   The Registrar
   IIIT Una
   Saloh, Una – 177 209
   Himachal Pradesh State

   The last date for receipt of hardcopy of generated application is 28, Oct.'24; 17:00 hrs.

   The Envelope has to be superscribed with the following:
   a) Advt. Number   :
   b) Post applied for   :
   c) Application Id.   :

4. Applications which are not submitted online and without relevant supporting documents shall be summarily rejected. **No correspondence shall be entertained in this regard for submission of missing documents, if any, at a later point of time.**

5. Last date for submission of online application is **21, Oct.'24; 17:00 hrs.** All educational and other qualifications/Experiences will be considered as on the last date of the online submission of application form, i.e., **21, Oct.'24.**

6. Visit the Institute recruitment portal link **https://iiitunt.samarth.edu.in/.**
   - Create a login id with password.
   - Keep ready all data/certificate/document in pdf.
   - Apply online filling all the fields and uploading the required documents.
   - Periodically save and resume the process.
   - Pay the non-refundable application fee on application portal.
   - Complete the application process.
   - Download the generated pdf of your application, sign on each page, attach copies of all relevant documents along with Annexure-A to K and send to the address mentioned in Para 3, so as to reach the Institute on or before the deadline, i.e., **28, Oct.'24.**

7. The soft and hard copies of applications received after the respective deadlines will be summarily rejected.

8. If a candidate wants to be considered for more than one Post then for each Post a separate application has to be submitted following the procedure depicted in Para 1 to 7 above.

9. Problem encountered, if any, during online filling/submission of application form may be immediately brought to the notice of the Institute, during office hours, through the following channels:
   a. Email ID   : recruitment@iiitu.ac.in

10. You are advised to fill the form before the last date to avoid any technical glitch.

IV.   GENENRAL INSTRUCTIONS/ INFORMATION TO CANDIDATES

1. The candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.

3. The candidates are required to apply **ONLINE** only from **23, Sept.'24 to 21, Oct.'24** upto 17:00 hrs. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit recruitment portal **https://iiitunt.samarth.edu.in/.** Application will NOT be accepted through any other mode.

4. The candidate should fill separate online application form along with application fee for each post applied if he/she is interested to apply for more than one post.

5. The applicants who had submitted application for the post of Registrar against **Advt. No. IIITU/Admin/Non-Teaching/Advt.-Registrar/2024-1757 dated 11, Mar.'24** need to apply again against this advertisement mentioning the old ID No., without any application fee, if they are applying for the same post.
   Please note, the candidates have to apply a fresh. In case application is not submitted at https://iiitunt.samarth.edu.in/, their candidature will not be considered.

6. The candidate must be a citizen of India.

7. Relaxation of Age
   a. The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute. The age shall be determined as on the last date of the advertisement.
   b. Age is relaxable for five years for SC/ST candidates and three years for OBC candidates. Candidates belonging to other eligible categories shall have relaxation as per GoI norms. Further, no concession or relaxation in standards of selection applicable to reserved category (SC/ST/OBC) will be available against Unreserved vacancies.

8. Candidates should submit self-attested photocopies of required certificates and other documents, in support of their claims in the application such as age, community (in the prescribed format), educational qualifications, experiences, etc., along with the application.

9. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc are required to upload the No Objection Certificate while filling up the online application form OR submit No Objection Certificate (NOC) at the time of written test/ trade test/ presentation / interview. In absence of the same, the application will not be considered for written test/ interview.

10. Candidates should submit the online application fee of Rs.1,000/- for General category candidates and Rs.500/- for others/women category candidates. **Fee once paid shall not be refunded under any circumstances.**

11. The institute follows the reservation norms as per GoI rules for SC/ST/OBC/PWDs. Central Govt. approved list of SC, ST, OBC and EWS categories is applicable at IIIT Una. Candidates seeking reservation benefits available for SC/ST/OBC/PwDs must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. PwD's will be entitled to all exemptions, relaxations, benefits as per Govt. of India guidelines.

12. The number of vacancies indicated in the notification is tentative. IIIT Una reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIIT Una also reserves the right NOT to fill any of the post advertised.

13. Candidates shall have to produce original documents at the time of appearing in Written Test/ Trade Test/ Presentation / Interview. **In the absence of the same, candidature will not be considered for Written Test/ Trade Test / presentation / interview.**

14. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of selection process and reasons for not being called for selection process.

15. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for written test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to conduct written test and/or interview of all the candidates. IIIT Una may restrict the number of candidates to be called for written test/trade/ skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The candidates are also required to upload documentary evidence of desirable qualification and experience, if they possesses the same. Institute also reserves the right to adopt any other additional shortlisting criteria over and above the advertised criteria to restrict the candidates for the selection process.

16. Applications received through E-mail / offline mode / incomplete / not on prescribed format / without application fee will not be entertained/accepted.

17. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.

18. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.

19. All the communications with the Candidate will be on the email provided in the online application form, therefore, candidate should keep their email id provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id given or due to change in address etc.

20. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in accessing of the information by the candidates in this regard. If there is any corrigendum/ addendum, it shall only be published on Institute' website.

21. Applicants should send **two references** from persons intimately acquainted with their work and character. If the applicant is in employment, then references from the most recent employer or immediate superior as a referee must be submitted.

22. The details regarding qualification/experiences, etc., have been approved by the Competent Authority of the Institute. The selection procedure will be governed by the statutes of the Institute.

23. No TA/DA shall be paid to the candidates attending the Written Test/Interview except PwD candidates who will be reimbursed up to AC Tier-III by the shortest route as per Institute norms.

24. Any dispute with regard to selection process will be subject to court/ tribunal having jurisdiction over Una/Himachal Pradesh.

25. The applications for deputation should be routed through proper channel with ACRs of last three years. Vigilance clearance certificate and copies of testimonials should also be furnished.

26. The printed pdf of the online submitted application form duly signed and enclosed with the Self-Attested photo-copies of certificates/ testimonials, etc., should reach **"The Registrar, Indian Institute of Information Technology, Una, Saloh, Una (HP) – 177 209"** by Speed Post/ Registered Post on or before **28, Oct.'24 upto 17:00 hrs.** superscribing on the cover as per Para III.3. The Institute shall not be responsible for postal delays, if any. The last date for submission of online application through the portal is **21, Oct.'24; 17:00 hrs.**

27. The selection process will be held in Indian Institute of Information Technology, Una, Saloh, Una (HP) – 177 209.

28. The syllabus for written test will be available on the website shortly.

29. Candidates are advised to visit Institute website www.iiitu.ac.in periodically for updates regarding recruitment process.

REGISTRAR