

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY LUCKNOW

Advertisement for Non Teaching Positions

Advt. No. IITL/Recruitment/2021

Date: 24.11.2021

Indian Institute of Information Technology, Lucknow (IIT- Lucknow) is an Institute of National Importance established by an Act of Parliament under public private partnership (PPP) Model of Ministry of Education, Government of India. The Institute is in search of suitable Indian National for appointment on the following posts:

Sl. No.	Name of the Post (s)	No. of Vacancies							Level (7 th CPC)
		SC	ST	OBC	UR	PwD	EWS	Total	
1	Registrar	-	-	-	01	-	-	01	14
2	Deputy Registrar	-	-	-	02	-	-	02	12
	Total	-	-	-	03	-	-	03	

Maximum age limit 'A' Sl. No. 1,2 55 years

Mode of Appointments: - Regular/Deputation/Contract/Tenure basis

The essential, desirable qualifications and experience for the above post(s), as per serial number, are as under:

1	Post : Registrar [01-UR]	
	Essential	<p>Qualification: A Postgraduate degree with at least 55% marks in aggregate or its equivalent grade.</p> <p>Experience: At least 15 years of experience as Assistant Professor in the AGP of 7000 (Pay Level-11) and above with adequate experience in academic administration, OR At least 8 years of experience as Associate/Assistant Professor in the AGP of 8000 (Pay Level-12) or above with adequate experience in educational administration, OR 15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 (Pay Level-12) or an equivalent post.</p>
	Desirable	Proven ability in administration, preferably in a large educational or research institution, financial or personal management with the capacity to lead administration in a residential R&D institution. Additional degree or diploma in Management or Law, Competence in computer skills and all forms of communication.
	Mode of Appointment	Direct recruitment Or Deputation Or Contract basis for a tenure of upto 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by GoI by orders issued in this regard from time to time.
	Post : Deputy Registrar [02-UR]	
2	Essential	<p>Qualification: A Post Graduate Degree with at least 55% marks or its equivalent.</p> <p>Experience: i) 05 years administrative experience in a post carrying Pay Level-10 (as per 7th CPC) or equivalent in Government / Government Research Establishments / Universities / Statutory Organizations / Organization of high repute.</p>
	Desirable	<p>i) Degree in Management or LLB, Knowledge of Computer, experience of e-governance.</p> <p>ii) Experience in handling Administrative/Legal/Finance/Store & Purchase/ Establishment matters/Academic etc.</p>
	Mode of Appointment	Direct recruitment/Deputation.

Note: Candidates who applied for the post of Registrar against Advt. No. IITL/Recruitment/2019 dt 19.06.2019 need not to pay the fee again however they are requested to fill the application form on online portal.

Important Dates:

Opening date for filling of application form: 26.11.2021

Last Date for Submission of application form: 20.12.2021

Last Date for receiving of hardcopy at IIT Lucknow: 27.12.2021 up to 05:00 P.M

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given on 1st page of this advertisement, if suitable PwDs are available.
2. (a) The Institute reserves its right to place a reasonable limit by putting a certain criterion on the total number of candidates to be called for written test / interview.
(b) Merely fulfillment of qualifications 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.
3. The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and PwDs. Central Govt. approved list of SC, ST and OBC categories as applicable at IIIT Lucknow. Copy of the Category Certificate (OBC/SC/ST/Pwd), issued by the competent authority, not below the rank of a Tahsildar, and must be attached. In case of OBC candidates, the certificate indicating the status regarding creamy layer must be issued on or after 01/01/2021. PwD certificate must have been issued by the competent authority as per Government of India norms.
4. 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.
5. Candidates desirous of applying for more than one post should submit separate application for each post along with requisite application fee.
6. (a) The Institute reserves the right to relax any of the qualifications / experience in exceptional cases.
(b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
7. The date of determining the eligibility of all candidates in every respect shall be the normal closing date of Advertisement i.e. **20.12.2021**. The eligibility, age, qualification and other criteria for the above posts have been prescribed as per terms of Report of the Committee on Harmonization of Uniform Non Faculty Norms communicated vide Letter No. **F.No. 51-2/2016-TS.I dt. 12.09.2016 of MoE (erstwhile MHRD) for IIITs**.
8. The selection process will consist of:
 - (i) Presentation/Seminar & Interview for Sl. No. 1
 - (ii) Written Test, Presentation and Interview for Sl. Nos. 2
9. (a) The applicants shall be required to pay following application fee through the options of net banking and debit/credit cards, etc. In addition to application fee, the banks will also charge transaction fee + service tax.
Group-A posts at Sl. Nos. 1 to 2 **Rs. 1500/-**
(b) SC/ ST /PwDs/Female candidates are required to pay **Rs. 750/-** for Sr. No. 1 & 2 as mentioned above.
(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; and such applications will be rejected forthright and the payment made shall stand forfeited.
(e) The regular staff members of IIIT Lucknow need not to pay any application fees.
10. (a) Institute will not be responsible for any postal delay.
(b) Correspondence will not be entertained or replied to.
(c) Any attempt to influence will lead to disqualification of candidature.
11. (a) The candidates are required to apply **ONLINE** only from 10:00 A.M on **26.11.2021 to 20.12.2021** up to the midnight of 23:59 Hrs. No other mode of submission of application form shall be entertained by the Institute, in any case.
(b) For submission of application through online mode, please visit following link available on the website of the Institute
(c) The printout of completed application along with all relevant supporting documents duly self attested must reach the Institute on or before **27.12.2021** till 05:00 P.M. through Speed Post or Registered Post.

- (d) Incomplete application or without relevant supporting enclosures or if received after closing date, i.e. **27.12.2021** till 05:00 P.M., will be summarily rejected.
- (e) Person serving in Govt./ Semi-Govt. / Autonomous/ PSUs should also apply online and send the print out of completed application form along with all relevant supporting documents and transaction slip with date, duly self attested, **THROUGH PROPER CHANNEL**. However, an advance copy, superscribed as “Advance Copy” on the application form, may be submitted before the last date. Candidate may produce the NOC from their organizations at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her, (ii) the applicant will be relieved within one month of receipt of appointment offer, if he is selected. List of Major/Minor penalties, if any, imposed during the last 10 years may be asked to submit at any time. Such persons are also advised to send an advance copy of their application, if applicable.
- (f) The envelope containing complete application should be superscribed as “Application for the post of” and must be sent to **Assistant Registrar(Administration), IIIT Lucknow, Chak Ganjaria (CG City), Near HCL, Lucknow-226002**.
- (g) For the candidates desirous to join the Institute on Deputation: Such candidates are advised to attach the following with the hard copy of the application form:
Attested copies of up to date Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years, cadre clearance, vigilance clearance, Integrity certificate and a statement showing penalties, if any imposed, other enclosures etc., through proper channel to: The Assistant Registrar (Administration), IIIT Lucknow, C.G City, Lucknow-226002 so as to reach on or before **27.12.2021**.
12. The maximum age limit will be considered on the last date of receipt of applications. The relaxation 05 years for SC/ST candidates and 03 years for OBC candidates with additional 10 years age relaxation to persons with disabilities will be given in accordance with the Government of India Rules. Relaxation in upper age limit for those applicants, who are in Central Government or Central Government Autonomous body, Ex-Servicemen, shall be admissible as per the Government of India rules. Further, the institute may consider relaxation in upper age limit in case of highly experienced and deserving candidate.
13. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIIT LUCKNOW, shall be final.
14. 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 Lucknow and courts/tribunals/forums at Lucknow only shall have sole and exclusive jurisdiction to try and such cause /dispute.
15. 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.
16. The vacancies advertised are indicative and subject to variation at the time of interview/recruitment. The Institute reserves the right to fill or not to fill any of the vacancies advertised. The Institute reserves the right to reject any or all applications without assigning any reason.
17. Mere fulfillment of minimum qualification and experience requirements for the post does not entitle the candidate to be called for an interview. 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.
18. No interim queries regarding interview/selection process will be entertained.
19. Canvassing in any form will lead to rejection of application form.
20. Decision of the Selection Committee and the Board of Governors of IIIT Lucknow with respect to the selection process is final.

In case of any difficulty, please email at rectt.nonteach@iiitl.ac.in.

Assistant Registrar