

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Palaj, Gandhinagar- 382055, Gujarat

Advertisement No. IITGN/E&A/Rect/01/2023-24

Online applications are invited from Indian Nationals for appointment to following posts of this Institute:

Sr. No.	Position/ Number of Posts/ Salary	Required Qualification, Experience & Age Limit
1.	<p>Deputy Registrar Vacancy: 02 (01 UR + 01 OBC)</p> <p>Minimum pay: Rs. 78,800/- in Pay Level 12 (Rs. 78,800 – 2,09,200), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs.1,22,120/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification: Postgraduate degree with at least 55% marks or its equivalent. Two years degree/diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree.</p> <p>Minimum Experience: 09 years, in post(s) in Academic Pay Level 10 or its equivalent grade and above with experience in academic, financial, legal, and general administration OR Comparable administrative experience in research establishments and/or other institutions of higher education OR 05 years of administrative experience as Assistant Registrar in Pay Level 10 or in an equivalent post.</p> <p>Desirable: Experience in computer based Finance & Accounts/ Audit/ Academics/ Purchase & Stores/ Establishment/ Personnel & HR/ General Administration.</p> <p>Deputation: Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance: - holding analogous post or - with at least three years' regular administrative service in posts with Pay Level 11 or equivalent</p> <p>Age limit: 50 years as on last date of submitting application</p>
2.	<p>Assistant Registrar Vacancy: 01 (UR)</p> <p>Minimum pay: Rs. 56,100/- in Pay Level 10 (Rs.56,100-1,77,500), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 89,886/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification: Postgraduate degree with at least 55% marks or its equivalent grade with good academic record. Two years degree/diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree.</p> <p>Minimum Experience: 08 years of relevant experience with at least 03 years of work experience in a senior supervisory capacity (Pay Level 07 or more) in areas of accounts/ audit/ general administration/ finance/ legal matters/ administration of academic and examination affairs in institution of higher learning or in comparable government/ private organizations.</p> <p>Deputation: Officers under the Central/ State Governments/</p>

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		Universities/ Recognized Research Institutes or Institutes of national importance: <ul style="list-style-type: none"> - holding analogous post or - with at least 03 years regular administrative service in posts with Pay Level 07 or its equivalent. Age limit: 45 years as on last date of submitting application
3.	<p>Junior Superintendent Vacancy: 07 (03 UR + 1 OBC + 01 PwD [OBC] + 01 SC + 01 EWS)</p> <p>The reserved PwD position is for HH.</p> <p>Minimum pay: Rs. 35,400/-in Pay Level 6 (Rs. 35,400-1,12,400), [with Transport Allowance and DA presently applicable, the gross- (excluding HRA) adds up to Rs. 55,380/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification & Experience: Master's Degree with at least 55% marks with three years of relevant experience OR Bachelor's Degree with at least 55% marks with five years of relevant experience. Two years degree/diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree. Desirable: Knowledge of Office Management, computer Office Application and Secretarial practice. Age limit: 32 years as on last date of submitting application</p>
4.	<p>Junior Accounts Officer Vacancy: 02 (01 UR + 01 OBC)</p> <p>Minimum pay: Rs. 35,400/- in Pay Level 6 (Rs. 35,400-1,12,400), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 55,380/- p.m.).</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification & Experience: Master's degree or equivalent with at least 55% marks with three years' experience in accounting OR Bachelor's degree with at least 55% marks with five years' experience in accounting. Desirable: Knowledge of current versions of Tally or such other accounting software. Two years' degree/diploma like MBA (Finance), CA or equivalent. Age limit:32 years as on last date of submitting application</p>
5.	<p>Junior Assistant Vacancy: 10 (03 UR + 01 PwD [UR] + 03 OBC + 01 ST + 02 EWS)</p> <p>The reserved PwD position is for VH (LV).</p> <p>Minimum pay: Rs. 21,700/- in Pay Level 3 (Rs. 21,700-69,100), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 35,926/- p.m.).</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification & Experience: Bachelor's degree with at least 55% marks in any discipline with two years' work experience using computer applications Age limit: 27 years as on last date of submitting application</p>

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6.	<p>Junior Accounts Assistant Vacancy: 01 (UR)</p> <p>Minimum pay: Rs. 21,700/- in Pay Level 3 (Rs. 21,700-69,100), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 35,926/- p.m.).</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification: Bachelor's degree with at least 55% marks.</p> <p>Minimum Experience: 02 years of relevant work experience in use of computer for accounting.</p> <p>Desirable: Knowledge of Tally or such other accounting software.</p> <p>Age limit: 27 years as on last date of submitting application.</p>

Note:

- I. All the positions mentioned here form parts of regular posts.
- II. Candidates interested on deputation and currently working in Central Govt./ State Govt./ PSUs/ Autonomous Bodies/ Government Academic Institutions and holding analogous post or one level below the post and fulfilling the eligibility criteria may apply for these posts on DEPUTATION basis through proper channel. However, they have to apply online and it will be considered as advance copy only.
- III. If suitable candidates belonging to a category of Physical Disability (viz VH, OH or HH) to whom the post is reserved are not available, the post may be filled by PwD belonging to any of the other categories as per Govt. of India norms. Only such person, who have suffered not less than 40% of relevant disability are eligible to be considered as per the Govt. of India rules and are required to furnish Medical Certificate issued by Competent Authority in proof of their disability.
- IV. The Institute reserves the right to relax the specifications with respect to qualification/ experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/ Academic Institutions/ Research Institutions.
- V. Required experience in different Pay Levels mentioned in this advertisement is as per 7th CPC. However, experience gained prior to implementation of 7th CPC will be counted to 'equivalent' Pay Level/ Grade pay.
- VI. Higher Initial pay may be considered for deserving candidates.
- VII. Selection Committee reserves the right not to select any candidate for a post.

General Conditions:

1. Relaxation in age for the candidates applying to the posts reserved for SC, ST, OBC, PwD and Ex-Servicemen would be admissible as per Central Government Rules. Persons working with IITs who are educationally qualified and otherwise eligible can be considered for the recruitment up to a maximum age of 50 years.
2. Persons employed in Govt./Semi-Govt. organizations/ Institutions should apply with due permission of their present employer and should produce a '**No Objection Certificate**' (NOC) at the time of interview/ skill test, if called for the same. Applicants without NOC may not be permitted to appear in the interview/ skill test.
3. The Institute reserves the right to increase or decrease the number of positions at its own discretion.
4. **Online application at the Institute website (https://www.iitgn.ac.in/Careers/Non-Teaching_staff) must be submitted between 10:00 hrs. on 23 August 2023 and 23:59 hrs. on 22 September 2023. Application fee of Rs.500/- (no application fee for SC/ST, PwD, Ex-Servicemen and Women candidates) is also to be paid online.**
5. Candidates, who desire to apply for more than one post, must use separate forms for each application and also pay separate fee for each application.
6. Outstation candidates called for selection test shall be reimbursed travel expenses from place of residence to Ahmedabad and back as per instructions in the call letter, on production of proof of appropriate documents.
7. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
8. Merely fulfilling minimum eligibility criteria does not entail a call for written test/ interview for the selection. Only the shortlisted candidates on the basis of better qualification and quality of relevant experience shall be called for written test/ skill test/ interview etc. The authorities reserve all rights, not to call an applicant for selection test without assigning any reason.

REGISTRAR