



இந்தியதகவல்தொழில்நுட்பக்கழகம்திருச்சிராப்பள்ளி  
भारतीयसूचनाप्रौद्योगिकीसंस्थान, तिरुचिरापल्ली  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI  
(An Institute of National Importance under MOE, Govt. of India)  
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**IITT/Advt./2021/ 08-02**

**Dated: 11.08.2021**

**NOTIFICATION FOR THE RECRUITMENT TO**  
**NON-TEACHING POSITIONS (On Deputation)**

Applications through proper channel are invited from eligible officers presently employed under the Central Government /State Government/Union Territories /Centrally Funded Technical Institute / Institute of National Importance/ Autonomous Organizations with excellent academic record and relevant work experience for recruitment to the following Non-Teaching position (**on deputation**) in Indian Institute of Information Technology Tiruchirappalli.

S. No.	Name of Post (ondeputation)	Pay Band + GP (*)	No. of vacancies
1	Assistant Registrar	PB – 3: Rs.15600-39100 + GP Rs. 5400*	03

\* Pay Band + GP will be equated to Respective Pay matrix level as per 7<sup>th</sup> Central Pay Commission.

**General Conditions:**

1. The person selected will be appointed on deputation basis on the terms and conditions contained in the DoPT's O.M. No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June, 2010, and as amended from time-to-time.
2. Applicants, who are fulfilling the conditions mentioned below, are requested to send their application in the prescribed format (soft copy) to the email id: [deputation.iiitt@gmail.com](mailto:deputation.iiitt@gmail.com) through proper channel to enable the concerned to relieve them immediately on account of their selection. Applicants are also requested to arrange to send attested copies of their Annual Performance Appraisal Reports (APAR/ACR) for the last five years and Vigilance Clearance Certificate.
3. Applicants are requested to send the soft copies of all certificates for the proof of age, qualification, experience, address, last salary drawn along with their applications.
4. The soft copy of application in the prescribed format with all attachments should reach within 30 days from the date of the issue of this notification.
5. Applications received other than in the prescribed format will be summarily rejected.
6. No correspondence/communication will be entertained from applicants in this regard.
7. Only the selected candidate(s) will be informed by email.
8. The Institute reserves the right to stall the process of recruitment at any stage due to unforeseen circumstances.

**Registrar(i/c)**

**Assistant Registrar**  
**(Finance & Accounts, Academic and Administration, & Procurement)**

Sl.No.	Particular	Criteria
1.	Name of the Post	<b>Assistant Registrar</b>
2.	Number of Post(s)	03 (Finance & Accounts -1, Academic & Administration-1, Procurement -1)
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs. 15,600-39,100) with Grade Pay of Rs.5400/-.
5.	Age limit	Not exceeding 56 years (Preference will be given to the age group below 35 Years)
6.	Eligible officers from organizations:	a) Officers from the Central / State Government Educational institutions or academic Institutes of national importance holding analogous post and b) Possessing educational qualification as prescribed
7.	Educational Qualification & Experience	<b><u>Essential:</u></b> <b><u>Educational Qualification &amp; Experience:</u></b> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute. Or Employees serving as Superintendent (SG-I) /, GP of Rs.5400/- with at least two years' regular service or Superintendent (SG-II) GP of Rs.4800/- with at least five years regular service with Master's degree. <b><u>Desirable:</u></b> i) Qualification in area of Management/ Accounting / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts) will be preferred.

## FORMAT OF APPLICATION

*(All the columns are to be filled in capital letters neatly or printed on A-4 size paper)*

APPLICATION FOR THE POST OF :

**Advertisement No.**

Affix self-attested
Passport size
Photograph

1. Name of the Applicant: \_\_\_\_\_
2. Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Age (as on last date of receipt of applications): \_\_\_\_\_
3. Sex: Male/Female: \_\_\_\_\_ 4. Nationality: \_\_\_\_\_
5. Father's / Husband's Name :
6. a. Permanent Address :
  
- b. Address for Communication :
  
7. a. Telephone No. & Mobile No. :
- b. E-mail (compulsory) :
  
8. Whether belongs to SC/ST/OBC (only NCL) \_\_\_\_\_
9. Date of retirement under central/state Government rules \_\_\_\_\_
10. Have you ever been convicted by a court of law or is there any criminal case pending against you? If so specify.

11. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board/ University	Duration	Year of passing	Division With % of marks	Subjects studied/ Specialization

*Note: Qualification claim must be supported by the documentary evidences.*

12. Details of employment starting with the most recent (attach separate sheet, if necessary)

Posts held	Department/ Organization/Company	Period of employment		Scale of pay	Present/last pay & Gross Amount	Nature of duties
		From	To			

*Note: Experience claim must be supported by the documentary evidences as per Annexure-I.*

13. In case the present employment is held on deputation basis, please state

(a) The Date of initial appointment :

(b) Period of appointment on deputation/contract :

(c) Name of the office/organization to which you belong:

14. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- (a) Central Government
- (b) Autonomous Organization
- (c) Others

15. Are you in revised scale of pay? If yes, give the date from which the revision took place:

16. Total emoluments per month:

17. Describe briefly the specialized professional experiences, skills and expertise, you have acquired: (if required attach additional sheets)

18. If appointed, how much time required for joining the post: \_\_\_\_\_

19. Any other relevant information:

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20. Name, Address, Telephone No. and E-mail ID of at least two referees:

<p>1.</p>  <p>2.</p>
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21. Details of Enclosures: Self attested copies of certificates for proof of Age, Qualifications & Experiences etc.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

22. Remarks:

### **Declaration**

1. I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made, and information furnished in this application are true and complete to the best of my knowledge and belief.
2. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category, age or educational qualification, etc. made in my application form.

Place:

Date:

Signature of the candidate

### **Certificate**

**(To be given by the Head of the organization)**

**Certified that the particulars have been verified and found to be correct. It is also verified that no disciplinary / vigilance case is either pending or contemplated against the officer. Integrity of the officer is also verified. Annual Performance Appraisal Reports for the past 5 years are attached.**

Place:

Date:

Signature and seal of the Head of the  
Organization