



Indian Institute of Information Technology Vadodara

Block No. 9, c/o Government Engineering College Campus,
Sector 28, Gandhinagar - 382028, Gujarat.
Phone No.: 079 - 23977 511 | www.iiitvadodara.ac.in

13 June 2023

Advt. No. IIITV/ESTT/NON-TEACHING/2023-24/01

1. The Institute invites applications from the Indian Nationals for appointment to the following posts on contract basis:

Sl No.	Name of the Post	No. of Vacancy	Pay Level / Remuneration	Type of Contract Post
(a)	Senior Library Information Assistant	01 (UR)	Level-6 (Rs. 35400 – 112400) as per 7 th CPC	Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.
(b)	Project Engineer (Civil)	01 (UR)	Rs. 1.00 Lakh to 1.25 Lakh per month (consolidated) based on qualification and experience	Consolidated pay contract of 03 years extendable by 02 years on annual basis with annual increment as decided by the Institute.

2. All qualifications and experience will be considered on the basis of the last date of receipt of application.

3. The candidates may download the Essential & Desirable Qualifications / Experience Criteria (**Annexure - I**), General Details of the advertisement (**Annexure - II**), and Application Form (**Annexure - III**) from the Institute's website (www.iiitvadodara.ac.in). The completely filled application form along with relevant supporting documents duly self - attested and application fee (as applicable) should be sent by registered post / speed post to Registrar, Indian Institute of Information Technology Vadodara, Block No. 9, c/o Government Engineering College Campus, Sector 28, Gandhinagar - 382028, Gujarat so as to reach by the last date of receipt of application. Receipt of incomplete application/ application without supporting documents / application without fee will be summarily rejected.

4. **Last date of receipt of application: 31 July 2023.**

[**NOTE:** IIIT Vadodara was established in the year 2013 as an Institute of National Importance by the Ministry of Education (erstwhile Ministry of Human Resource Development), Govt. of India under PPP (Public Private Partnership). The Institute 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 towards salaries of its employees. These points are highlighted hereto for general information. The Institute has adopted the pay structure of the 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 and implemented by the Institute.]

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DETAILS OF QUALIFICATION, EXPERIENCE, AGE AND PAY:

The details of the essential & desirable qualification, minimum experience required, age limit, and applicable pay are as follows.

1. Name of the Post: Senior Library Information Assistant

Number of Post	01 (UR)
Classification	Group – B
Pay Level (7th CPC)	Level - 06 (Rs. 35400 - 112400)
Age Limit	32 years as on the last date of submitting the application.
Essential Educational Qualification	Masters' degree in Library Science / Information Science / Documentation with at least 55% marks or equivalent grade and consistently good academic record.
Essential Experience	03 years' relevant experience in the library of a reputed organization.
Desirable Educational Qualification	One year postgraduate diploma / certificate course in computer application in libraries from a recognized Institution. Proficiency in classification and cataloging of library materials (print and digital) and variety of IT tools for library applications.
Method of Recruitment	Direct Recruitment on Scaled Contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.
Selection Process	Selection process will consists of scrutiny of applications, written / skill test, and interview.

NOTE: The Pay includes Basic Pay in the Pay Level, Dearness Allowance, Transport Allowance, HRA and NPS - Employer's contribution. Medical Claim / Bill and Children Education Allowance are also admissible as per the Institute' rules. These benefits are subject to change as per the decision of the Board of Governors.

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2. Name of the Post: Project Engineer (Civil)

Number of Post	01 (UR)
Classification	Group – A
Pay Level (7 th CPC) / Monthly Remuneration	Consolidated pay of Rs. 1.00 Lakh to 1.25 Lakh per month based on qualification and experience.
Age Limit	40 years for candidates who are in service / 62 years of age can be considered for the candidate who have superannuated / ex-servicemen as on the last date of submitting application.
Essential Educational Qualification and Experience	<p>First Class Bachelor's Degree in Civil Engineering or equivalent with minimum 10 years of relevant experience OR Master's Degree in Civil Engineering or equivalent with minimum 08 years of relevant experience.</p> <p>The applicant must have adequate experience in planning, estimation, construction and maintenance of building and bulk services like WTP, STP etc.</p> <p>Knowledge of CPWD works procedure.</p> <p>Experience of coordinating with multi-disciplinary Design Consultants / Architects etc.</p> <p>Should have handled at least one single project worth of Rs. 25 crore independently.</p> <p>Working proficiency in software related to construction, design, and report generation.</p>
Desirable Qualification and Experience	<p>Knowledge of Computer – Aided Design (CAD) and latest relevant software.</p> <p>Retired (Executive Engineer or equivalent or and above) CPWD/MES/State PWD/PSUs/Autonomous Organizations/Ex-Servicemen (Lt. Colonel or equivalent and above) with relevant experience are encouraged to apply.</p>
Method of Recruitment	Consolidated pay contract of 03 years extendable by 02 years on annual basis with annual increment as decided by the Institute.
Selection Process	Selection process will consists of scrutiny of applications, and interview.
NOTE: Consolidated pay employee will not be entitled for any other allowance except when mentioned separately or allowed by the Institute at a later date.	

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GENERAL DETAILS & INSTRUCTIONS TO THE CANDIDATES:

1. Eligible and desirous candidates may apply for the positions by downloading the application form from the Institute's website.
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.
3. The complete application form along with all relevant supporting documents duly self - attested should be sent by Registered Post / Speed Post so as to reach by the last date of receipt of the application i.e. 31 July 2023 to Registrar, Indian Institute of Information Technology Vadodara, Block No. 9, c/o Government Engineering College Campus, Sector-28, Gandhinagar – 382028, Gujarat.
4. The Institute shall not be responsible for any postal delay.
5. Envelope containing the complete application should be superscribed as "Application for the Post of _____)".
6. Incomplete application, application without relevant self - attested supporting documents, application without the required fee and application received after the due date will be summarily rejected.
7. The applicant shall be required to pay following application fee by the way of Demand Draft in favour of "Indian Institute of Information Technology Vadodara" payable at Gandhinagar, Gujarat (SBI Branch Code: 60228) or by NEFT to the Institute's Account.

Sl. No.	Name of Post	Fee for SC/ST/PwDs/Women candidates	Fee for Other Candidates
(a)	Senior Library Information Assistant	Nil	Rs. 295/- (including 18% GST)
(b)	Project Engineer (Civil)	Nil	Rs. 590/- (including 18% GST)

Institute's Bank details for NEFT:

Bank Name	Punjab National Bank
A/c No.	4601000100068147
A/c Holder Name	Indian Institute of Information Technology Vadodara
Branch Address	Jalseva Bhavan, Gandhinagar.
IFSC Code	PUNB0460100

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8. The fee once paid will not be refunded or adjusted under any circumstances.
9. 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.
10. Interim correspondence / enquiries shall not be entertained or replied to.
11. Fulfillment of qualifications and experience does not entitle a candidate to be called for the selection process.
12. The Institute reserves the right not to fill up the post, 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.
13. 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.
14. All experience required for a post will be counted post-acquiring of minimum essential qualification.
15. Higher initial basic pay may be given to exceptionally qualified and deserving candidate.
16. Upper age limit is relaxed for the internal candidates of IIIT Vadodara (Gandhinagar Campus) and IIITV-ICD (Diu Campus).
17. A candidate may be considered for appointment on a consolidated pay contract. Employee considered for appointment on consolidated pay contract shall not be entitled for Dearness Allowance, Transport Allowance, HRA, NPS, Medical Claim / Bill Reimbursement and Children Education Allowance etc.
18. No TA will be paid for appearing the written / skill test for the posts. Candidates called for written / skill test and interview are required to make arrangements of accommodation on their own.
19. The candidates shortlisted and called for interview will be reimbursed as per the following for return train fare from their place of residence / work to Gandhinagar and back by shortest route within India subject to production of tickets.

Sl. No.	Classification of Post	Train Fare entitlement
(a)	Group - A	2 nd AC
(b)	Group - B	3 rd AC

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20. In case the candidates undertake to travel by any other mode / higher mode for appearing the Interview, the reimbursement will be restricted to the fare of shortest route as per the above entitled class of train fare or the actual expenditure incurred whichever is less. Candidates are advised not to book multi city tickets. In such a case, partial refund will be provided as per the decision of the Institute.

21. Any attempt to influence the recruitment process whatsoever will lead to disqualification of the candidate.

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

23. In case of any dispute, the decision of the Director, IIIT Vadodara shall be final.

24. 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.

25. Employees of IIIT Vadodara (Gandhinagar Campus) and IIITV-ICD (Diu Campus) who apply against this advertisement will be considered in their current service status.

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

REGISTRAR



APPLICATION FORM FOR NON - TEACHING POSITION

(Advt. No.: IITV/ESTT/NON - TEACHING/2023-24/01)

Details of Application Fee:

Demand Draft No. / Payment Ref. No. (NEFT)	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

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 certificates) : 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. I 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

