



Advt. No. IIITR/2023/Rec/NF/03

Dated: 24.05.2023

**RECRUITMENT NOTIFICATION**

Indian Institute of Information Technology Raichur, an Institute of national importance, is looking for suitable Indian Nationals for appointment, on Direct Recruitment (regular) on the following post(s):

01. The details of the post:

Post No.	Name of the Post	Pay Level as per 7 <sup>th</sup> CPC	Upper Age Limit	Category & No. of posts					
				SC	ST	OBC	EWS	UR	Total
NF3/1	Assistant Registrar	Pay Level-10 (Rs. 56,100 – 1,77,500)	45 years	Nil	Nil	Nil	Nil	01	01

**Abbreviations:** SC: Scheduled Caste ST: Scheduled Tribe OBC: Other Backward Classes  
EWS: Economically Weaker Sections UR: Unreserved

**Eligibility Criteria:**

**Essential:**

A Postgraduate Degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale with excellent academic record from a recognized University / Institute.

**Desirable:**

- Professional qualification in area of Management/ Finance & Accounts.
- Experience in handling Administrative/ Legal/ Finance/ Stores & Purchase/Establishments matters.
- Proficiency in Kannada language

02. The Institute follows reservation policy as per Government of India norms. The upper Age limit, qualification, and experience for each post will be considered on the last date of closing the online application interface. Relaxation in age would be admissible as per the Government of India rules. The appointments will be made as per the Recruitment and Promotion Norms of IIIT Raichur.

The candidates are required to apply through the online portal <https://iiitr.ac.in/careers> only. The online portal shall remain open from 25.05.2023, 11:00 am to 24.06.2023, 5:00 pm. After successful online submission of the application, a printout of the page may be retained till the recruitment process is over. Before submission of the online form, the candidates are advised to carefully read the “General Information and Instructions to the Candidate” attached herewith as well as “Instructions for online submission of the form” available on the online portal.

03. **Application Fee Payable:**

- Rs 500/- (Rs Five hundred rupees only). The candidate applying for the post should make payment only through SBI Collect by selecting options from the dropdown menu:
- Candidates eligible for reservation under Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD), EWS, and Women candidates are exempted from Fee payment.

04. **IMPORTANT DATES:**

Commencement of Online Application	May 25, 2023, from 11:00 am
Last date for submission of Online Application	June 24, 2023, up to 5:00 pm

## 05. GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

1.	The candidate must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is not required to be submitted to the Institute. <b>OFFLINE applications alone, if submitted, will be summarily rejected.</b>
3.	The online application can be accessed through the link: <a href="https://iiitr.ac.in/careers">https://iiitr.ac.in/careers</a>
4.	<b>Please read the ‘General Instructions to the candidates on the online application portal carefully.</b>
5.	Before submitting the online application, the candidate must ensure that he/she fulfils all the eligibility criteria for the post for which she/he is applying as detailed for the respective post. Candidates will be short-listed for a Test/Interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <b><u>his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</u></b>
6.	The cut-off date for reckoning Upper Age limit, qualification, and Post Qualification Experience is the last date of submission of online application i.e. <b>24.06.2023. Relevant experience gained after the minimum qualifying degree/course will only be taken into consideration. Part-time employment experience will not be considered.</b>
7.	The exact percentage should be mentioned in the percentage of marks column. e.g., 59.9% should NOT be rounded off to 60%.
8.	Calling a candidate for a test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
9.	The Institute reserves the right to restrict the number of candidates for written / skill tests/interviews to a reasonable limit based on qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
10.	Applications will be summarily rejected if not all the relevant certificates (Experience / Caste / Educational/Proof of DOB etc.) are uploaded as per the instructions. <b>The certificates of work experience shall be in proper format i.e., he/she should clearly state his/her designation, period of service in the particular organization, nature of work assignment(s), and the pay. The experience letter should be on the organization’s letterhead, bearing the Date of issue. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of Experience.</b>
11.	The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidates.
12.	The qualification regarding experience may be relaxed at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes or Persons with benchmark disability if, at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
13.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained or replied to.
14.	All the candidates shall produce self-attested copies of all the certificates (educational/caste/experience) along with originals for verification at the time of the interview / written test/skill test. No Travelling Allowance (TA) shall be paid to the candidates for attending the written test/ proficiency test. However, To & Fro Rail fare (AC 2 Tier) for shortest route would

	be reimbursed to the applicants called for interview in physical mode. Applicants would be required to submit both way journey tickets.
15.	Candidates working under Central / State Govt. / Public Sector Undertakings / Autonomous Bodies/ Universities should produce a 'No Objection Certificate (NOC)' at the time of interview / written test/ certificate verification <b>without which the Candidate will not be allowed for interview/ written test.</b>
16.	The Institute reserves the right not to fill up any or all advertised posts, or cancel the advertisement inwhole or in part without assigning any reason. The decision of the Institute in this regard shall be final. <b>The Institute strives to have a workforce, which reflects gender balance, and thus women candidates are encouraged to apply.</b> The decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test, and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
17.	Application forms incomplete in any way or not have required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation. The submitted photograph must be taken within the last one month.
18.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
19.	'Relevant experience' means experience related to the area of the post advertised. Screening Committee will determine the relevancy of experience and its decision will be final.
20.	Any legal dispute arising out of the advertisement may be challenged in the high court of Karnataka.
21.	Candidates are advised to fill in their correct and active e-mail addresses and mobile number in theonline application, as correspondence shall be made by the Institute through e-mail only.

**Sd/-  
Mentor Registrar  
IIT Hyderabad**