

Advt. No. IITK/01/12/2022-23/371

Date : December 21, 2022

RECRUITMENT NOTIFICATION FOR NON-TEACHING STAFF

The Indian Institute of Information Technology Kottayam (IIIT Kottayam) (Valavoor (P.O.), Pala, Kottayam District-686635, Kerala) is an Institution of National Importance and is governed under the IIIT (PPP) Act, 2017.

Applications are invited from eligible Indian Nationals with outstanding academic achievements and ability to establish a vibrant working culture for various non-teaching staff positions of the Institute.

The details of the vacant positions are as under (Tentative):

Sl. No.	Name of Post	Pay Level (7 th CPC)	Max. Age Limit	No. of positions	Reservation Status
1	Assistant Registrar (Accounts & Finance)	Level 10	50	1	UR-3
2	Assistant Registrar (Gen. Admin.)			1	
3	Technical Officer			1	
4	Junior Superintendent-Library	Level 06	37	1	OBC-NCL-1 UR-4
5	Junior Engineer (Electrical)			1	
6	Physical Training Instructor			1	
7	Junior Technical Superintendent			2	
8	Junior Technician	Level 03	32	6	OBC-NCL-2, SC-1, EWS-1, UR-7
9	Junior Assistant			4	
10	Driver-cum-MTS			1	
Total				19	

* 50% positions are reserved for internal candidates.

1. **Assistant Registrar (Accounts & Finance) - Level 10 of 7th CPC**

Educational Qualification:

Essential : (1) A Post graduate degree in Commerce with at least 55% marks or its equivalent with excellent Academic records. (2) Minimum 5 years' experience under Supervisory category in handling Finance/ Accounts matters, preferably in a Government or Government controlled Educational/ Research Institution or PSU of repute.

Desirable : (1) Professional qualification in area of Management/Finance & Accounts (2) Competence in usage of accounting software's and all forms of communication.

2. **Assistant Registrar (General Admin.) - Level 10 of 7th CPC**

Educational Qualification:

Essential : (1) A Post graduate degree with at least 55% marks or its equivalent with excellent Academic records. (2) Minimum 5 years' experience under Supervisory category in handling Administrative/Legal/Establishment/Stores and Purchase/Academic Affairs, preferably in a Government or Government controlled Educational/ Research Institution or PSU of repute.

Desirable : (1) Professional qualification in area of Management

3. **Technical Officer - Level 10 of 7th CPC**

Educational Qualification: B.E/B.Tech/M.Sc./MCA - first class with 8 years' experience in the relevant area OR M.E/M.Tech - first class with 5 years' experience in the relevant area.

4. **Junior Superintendent (Library) - Level 6 of 7th CPC**

Educational Qualification: Graduate plus Bachelor of Library Science or Master of Library Science or equivalent Diploma in Library Science with 6 years' relevant library experience.

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