



**भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे**  
**Indian Institute of Information Technology, Pune**  
(An Institute of National Importance by an Act of Parliament)  
Survey No. 9/1/3, Ambegaon Budruk, Sinhgad Institute Road, Pune - 411041

## RECRUITMENT NOTICE FOR NON-TEACHING POSITIONS

Advt. No.: IIITP/NT/ADV/R/2024/4404

Date: 08/02/2024

Indian Institute of Information Technology, Pune (IIITP) is one of the 20 Indian Institutes of Information Technology established under Public-Private Partnership Scheme by Ministry of Education, Government of India. IIITP has been declared as an “Institution of National Importance” under the provisions of Indian Institute of Information Technology (Public-Private Partnership) Act, 2017.

**At present the Institute is located at Survey No. 9/1/3, Ambegaon Budruk, Sinhgad Institute Road, Pune – 411041.**

**However, the Permanent Campus of the Institute is located near Village Nanoli Tarf, Chakan, Taluka – Maval, District - Pune (Maharashtra)–410507.** The development of state-of-the-art Permanent Campus of the Institute is in progress on sprawling 100 Acres of land. The Phase – I of the Permanent Campus consists of 1 Academic Block, 1 Girls Hostel Block, 2 Nos Boys Hostels, 1 Residential Block along with associated External Development Works, Roads, Street Lighting, Drainage, Water Supply and Sewage Pipe Line Works, OHT and STP etc.

IIIT Pune is offering two Undergraduate (B.Tech) Courses, two Post Graduate (M.Tech.) courses and also PhD Programme in Computer Science & Engineering (CSE) and Electronics & Communication Engineering (ECE) Branches.

The Institute is looking for dedicated and committed Indian Nationals to fill up the following vacancies of the Non-Teaching Staff through Direct Recruitment:

Sr. No.	Name of the Post	Group	Level	No. of Vacancies					
				SC	ST	OBC	EWS	UR	Total
1	Assistant Registrar	A	10	-	-	-	-	2	2
2	Junior Superintendent	B	6	-	-	1	-	3	4
3	Physical Training cum Yoga Instructor	B	6	-	-	-	-	1	1
4	Junior Technician (Computer Science & Engineering)	C	3	-	-	-	-	1	1
5	Junior Technician (Electronics & Communication Engineering)	C	3	-	-	-	-	1	1
6	Junior Assistant	C	3	1	-	2	-	2	5
7	Junior Technician (Library)	C	3	-	-	-	-	1	1
<b>Total Vacancies =</b>				<b>1</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>11</b>	<b>15</b>

**Note: -**

- 1. In all the posts, preference shall be given to Person with Disability (PwD) Candidate if otherwise found suitable.**
- 2. The total salary includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA/Accommodation and NPS-Employer's contribution as per GoI rules from time to time.**

For further details on submission of applications for the above Non-Teaching Posts, please visit Institute's Website [www.iiitp.ac.in](http://www.iiitp.ac.in). **The last date for submission of application is 18/03/2024 up to 1700 Hrs.**

*Note:* Any corrigendum/changes/updates shall be made available only on the Institute's Website viz. [www.iiitp.ac.in](http://www.iiitp.ac.in). The candidates are advised to keep on watching the Institute's Website for any information / updates on the Recruitment Process.

Place: Pune

Date: **08/02/2024**

**DIRECTOR**

### Minimum Qualifications & Experience:

The details of essential qualifications, experience and other criteria for selection are as under:

Sr. No.	Name of the Post	Pay Matrix as per 7 <sup>th</sup> CPC	Upper Age Limit for General Candidate (in Year)	Essential Qualifications & Experience	Desirable Experience
1	Assistant Registrar	₹56,100/- - ₹1,77,500/- (Initial Pay = ₹56,100/-)	45	A Post Graduate degree with at least 55% marks or its equivalent with excellent Academic record.	i) Experience of 8 Years of which at least 5 years in Supervisory Capacity in Level – 7 or at equivalent level in relevant field. ii) Professional Qualification in the area of Management / Finance & Accounts. iii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.
2	Junior Superintendent	₹35,400/- - ₹1,12,400/- (Initial Pay = ₹35,400/-)	32	First class Bachelors' degree with 6 years of experience in relevant area.	Professional qualification in the area of Management/ Finance & Accounts / Administrative/ Legal / Stores and Purchase / Establishment matters
3	Physical Training cum Yoga Instructor	₹35,400/- - ₹1,12,400/- (Initial Pay = ₹35,400/-)	32	Graduate with Bachelor of Physical Education (B.P.Ed) plus 3 years' experience.	i) Possessing Certificate in Yoga issued by recognized College/Organization. ii) Possessing good communication skills and students handling capability.
4	Junior Technician (Computer Science & Engineering)	₹21,700/- - ₹69,100/- (Initial Pay = ₹21,700/-)	27	Diploma / Bachelors' degree in Computer Science & Engineering / Information Technology <b>OR</b> ITI with 2 years' experience.	Should have domain knowledge like System Maintenance & Troubleshooting, OS Installations, Driver Installations, Maintenance of Servers, Networking, WiFi Settings, Wired & Wireless LAN etc and basic programming knowledge of Python, Java, C++, C, Routing etc.

Sr. No.	Name of the Post	Pay Matrix as per 7 <sup>th</sup> CPC	Upper Age Limit for General Candidate (in Year)	Essential Qualifications & Experience	Desirable Experience
5	Junior Technician (Electronics & Communication Engineering)	₹21,700/- - ₹69,100/- (Initial Pay = ₹21,700/-)	27	Diploma / Bachelors' degree in Electronics & Telecommunication Engineering / Electronics & Communication Engineering / Electrical Engineering <b>OR</b> ITI with 2 years' experience.	Should have domain knowledge like basic concepts of Electrical Engineering, Circuit Law, AC Fundamentals, Electrical control circuits, Sensors, transducers, Basic ICs, SMPS, UPS. Electronics and Communication-Networks, Electronic Devices, Analog Circuits, Digital circuits, RL, RC, RLC Circuits, Circuits using Diodes, Transistors and Op amps, Timer 555, Logic Gates, Flip Flops & Counters, Signals and Systems, Control Systems, Communications, Electromagnetic, DSO, PCB rework. Electronics Tools like MATLAB, Network Simulator etc. Latest Technologies like Antenna, SDR Kit, Cognitive Radio, Wireless Communication etc.
6	Junior Assistant	₹21,700/- - ₹69,100/- (Initial Pay = ₹21,700/-)	27	Bachelor's degree with knowledge of computer operations	i) Degree/Diploma in Computer Applications/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc. ii) Diploma in Office Management and Secretarial Practice.
7	Junior Technician (Library)	₹21,700/- - ₹69,100/- (Initial Pay = ₹21,700/-)	27	Degree from a recognized university with Diploma in Library Science <b>OR</b> 3 years degree in Library Science.	Should have domain knowledge like related to Library Management including awareness about recent trends and technologies in Library and Information Services. He / She shall be managing the Library Functions of the Institute independently in consultation with the Faculty In-Charge for Library. He / She shall be supporting the Institute in the acquisition of library resources, assisting in collection, development, recommending titles for purchase, performing on-line computer searches of the database, compiling bibliographies, maintaining student's data pertaining to issue / penalty towards use of Library Books / Resources, keeping track of e-book subscriptions etc.

**Note:**

- a. For all the positions, experience of serving in IITs/NITs/IITs/CFTI Institutes shall be an added advantage.
- b. Age relaxation for SC shall be 5 Years, for OBC 3 Years and for PwD 5 Years as per Central Government Norms. Candidates are advised to note that the age relaxation shall be applicable for the reserved posts and respective category only.

## **General Information & Instructions:**

1. The Institute reserves the right to reject any/all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
2. The Institute reserves the right to increase or decrease the number of posts to be filled as per the sole discretion of the Director, IIITP.
3. No TA/DA and/or Lodging/Boarding will be paid for attending the Written Test/Interview. No accommodation shall be provided for attending the Written Test/Interview.
- 4. The applications are to be filled in hard copies and only in the prescribed format of the Institute attached as Annexure – 1.**
5. The candidates are required to submit hard copy of the application form along with all the supporting documents at the Office of the Institute.
6. The duly completed Application Form along with fees & enclosures (Self Attested Photocopies of all the listed documents) to be sent by Speed / Registered Post / Courier / Hand Delivery to:

**The Director,  
Indian Institute of Information Technology (IIIT), Pune  
Survey No. 9/1/3, Ambegaon Budruk,  
Sinhgad Institute Road,  
Pune – 411041, Maharashtra**

- 7. Institute will not be responsible under any circumstances for any sort of postal delay/loss of the application form.**
8. All applications which are not in prescribed form / without relevant supporting enclosures / received after the last date / without application fees will be out rightly rejected. No correspondence shall be entertained in this regard. Interim Correspondence will also not be entertained or replied to.
9. Institute will not be responsible under any circumstances for any sort of postal delay/loss of the application form. Interim correspondences/enquiries shall not be entertained or replied to.
10. Candidates have to make sure that they are fully eligible for any particular post, they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a later stage of recruitment process.
11. Candidates are advised to fill in the information carefully on the application form. Institute will neither be responsible for any wrong information furnished by the candidate(s) nor accept any subsequent requests for making any corrections. The candidate(s) shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
12. The candidates are required to have at least one working email and mobile number which will be used during the entire selection process for communication.

13. Any modification/correction/addition etc. if any, related to the Advertisement and/or related to the recruitment process will be uploaded on the Institute web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
14. Candidates serving in Govt. / Semi Govt. / PSUs / Universities / Centrally Funded Educational Institutions / Institutes of National Importance / Private Institutions should send their applications either **THROUGH PROPER CHANNEL** or should furnish a **NO OBJECTION CERTIFICATE** from the Competent Authority at the time of interview. They can, however, send advance copy of Application Form within specified time. Without NOC Candidate may not be allowed to attend the Interview. Decision of the Director, IIIT Pune shall be final in this respect.
15. The date for determining eligibility of candidates in every respect shall be the closing date for receipt of Application Forms.
16. In case conversion of CGPA / SGPA is involved for deciding the eligibility, the candidates are required to submit the formula / supporting documents for the same.
17. The Institute reserves the right to set higher norms than minimum while short listing taking into account the specific requirements of the Institute. The short-listing norms may not be uniform across all the posts and shall be binding on the applicants. The decision of the Institute related to all matters pertaining to the short listing / recruitment shall be final and binding on the applicants. Fulfillment of qualifications per-se does not entitle a candidate to be called for the selection process.
18. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed format with requisite application fees along with each application.
19. The list of short-listed candidates (for Written Test / Interview) shall be displayed on the Institute Website. No separate communication regarding eligibility, short listing, written test as well as interview shall be sent. Candidates are advised to visit the IIIT Pune website [www.iiitp.ac.in](http://www.iiitp.ac.in) regularly.
20. No correspondence regarding reasons for not shortlisting the candidate shall be entertained. The decision of the Screening Committee shall be final in all respects.
21. Only the finally selected candidate shall be intimated through email after completion of all the Administrative Formalities. No communication shall be made with the candidates not finally selected in the process.
22. In case of any inadvertent mistake in the process of selection detected at any stage even after the issue of Appointment Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
23. The Institute shall verify the antecedents and documents submitted by a candidate at the time of appointment or at any time during the tenure of the service.

In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees at their cost of consequence.

24. The Institute follows the reservation norms as per GoI rules for SC/ ST/ OBC-NCL/EWS and PwDs. Only Central Govt. approved list of SC, ST and OBC- NCL categories is applicable at IIT, Pune.
25. EWS and OBC-NCL Certificate (wherever applicable) issued in the current Financial Year (i.e. issued after 1st April 2023) only as per Central Government Format.
26. The Institute reserves the right to assign / transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
27. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the Selection Committee.

**28. Age Relaxation: (if applicable)**

- a) Upper age limit shall be determined as on last date (Closing Date) of the submission of application.
- b) Date of Birth as recorded in the Matriculation / Secondary Examination Certificate will only be accepted for determining the age and no subsequent request for change will be considered or granted.
- c) In accordance with the approval granted in the minutes of 3.5.1 (3<sup>rd</sup> Meeting of the Board of Governors of IIT, Pune) held on 27<sup>th</sup> July 2023, one time age relaxation for the adhoc / temporary / contract basis employees working with IITP shall be available subject to following conditions:

*The age relaxation for the period of continuous service in IIT Pune in the equivalent post or maximum up to 5 years whichever is less, may be allowed to contractual / outsourced employees of the Institute for direct recruitment of Group-B and Group-C positions of the IIT Pune.*

- d) **Experience below 6 Months will not be counted.**
- e) The age limit mentioned against each post in the advertisement is with reference to the unreserved vacancies, there will be relaxation as per the standard rules of Government of India viz. for SC shall be 5 Years, for OBC 3 Years and for PwD 5 Years.
- f) Candidates are advised to note that the age relaxation shall be applicable for the reserved posts and respective category only.

**29. Contract Period & Termination:**

- a) The vacancies shall be filled on regular basis with probation or on deputation/short term contract with a provision for subsequent permanent absorption.
- b) The selected candidate(s) will be appointed on initial contract period of 5 Years with a provision for permanent absorption / confirmation subject to satisfactory performance.
- c) The Contract Period of 5 Years may be extended by one more tenure (of five years) at the sole discretion of the Director, IIT, Pune.

- d) On successful completion of the Contract Period or any extension thereof, the selected candidate(s) shall, if considered fit for permanent appointment, be retained in their appointments on regular basis.
- e) However, the selected candidate may be considered for confirmation on completion of 2 Years subject to outstanding performance and on recommendations of the duly constituted Departmental Confirmations Committee (DCC).
- f) The decision of the Director, IIIT, Pune shall be final with regard to the performance of the selected candidate.
- g) During the period of initial contract, the services of the selected candidate are liable to be terminated at any time with One Month's Notice or on payment of One Month's Salary in lieu thereof without assigning any reason thereof.

### 30. Selection Procedure:

The Institute shall constitute a Scrutiny Committee for scrutiny of the applications received against the above advertised posts. The list of the provisionally selected candidates shall be displayed on the website of the Institute.

The Selection Process for the **Group "A"** Post shall be done in two stages as under:

- Stage – 1: Written Test for all the provisionally eligible candidates (for short listing purpose).
- Stage – 2: Interview of the Candidates qualifying the Written Test.

**As per Government decision, the Selection Process for the Group "B & C" Posts shall be done in One Stage only i.e. Written Test for all the provisionally eligible candidates. Interviews shall not be conducted for the advertised posts.**

The schedule of the Selection Process shall be displayed on the website of the Institute viz. [www.iiitp.ac.in](http://www.iiitp.ac.in) in due course of the time. The candidates are advised to keep visiting the website of the Institute regularly.

The Scheme of the Examination, Syllabus and Passing Cut-Off in the Written Test shall be as under:

1.	<b>Name of the Post</b>	<b>Assistant Registrar</b>
2.	Mode of Written Examination	Off-Line at IIIT, Pune at Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a) General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b) General Studies & Current Affairs	10



	c) Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d) Professional qualification in area of Management / Finance & Accounts. Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	<b>Passing Cut-Off</b>	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	<b>Name of the Post</b>	<b>Junior Superintendent</b>
2.	Mode of Written Examination	Off-Line at IIIT, Pune at Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a) General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b) General Studies & Current Affairs	10
	c) Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d) Professional qualification in the area of Management/ Finance & Accounts / Administrative/ Legal / Stores and Purchase / Establishment matters.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	<b>Passing Cut-Off</b>	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	<b>Name of the Post</b>	<b>Physical Training cum Yoga Instructor</b>
2.	Mode of Written Examination	Off-Line at IIIT, Pune at Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a) General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b) General Studies & Current Affairs	10
	c) Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d) Domain Knowledge related to the concept of Physical Education, Aims and objectives of Physical Education, Scope of Physical Education in modern Era, Relationship between Physical Education and General Education, Nature, meaning and scope of Philosophy in Physical Education, Philosophies of Physical Education, Historical Perspective of Physical Education, Officiating & Coaching, Importance of Yoga in Physical Education, Various Type of Yoga Asana.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7.	<b>Passing Cut-Off</b>	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	<b>Name of the Post</b>	<b>Junior Technician (CSE)</b>
2.	Mode of Written Examination	Off-Line at IIIT, Pune at Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a) General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20

	b) General Studies & Current Affairs	10
	c) Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d) Domain Knowledge like System Maintenance & Troubleshooting, OS Installations, Driver Installations, Maintenance of Servers, Networking, WiFi Settings, Wired & Wireless LAN etc. Basic programming knowledge of Python, Java, C++, C, Routing etc.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	<b>Passing Cut-Off</b>	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	<b>Name of the Post</b>	<b>Junior Technician (ECE)</b>
2.	Mode of Written Examination	Off-Line at IIIT, Pune at Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a) General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b) General Studies & Current Affairs	10
	c) Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d) Domain Knowledge like basic concepts of Electrical Engineering, Circuit Law, AC Fundamentals, Electrical control circuits, Sensors, transducers, Basic ICs, SMPS, UPS. Electronics and Communication-Networks, Electronic Devices, Analog Circuits, Digital circuits, RL, RC, RLC Circuits, Circuits using Diodes, Transistors and Op amps, Timer 555, Logic Gates, Flip Flops & Counters, Signals and Systems, Control Systems, Communications, Electromagnetic, DSO, PCB rework. Electronics Tools like MATLAB, Network Simulator etc. Latest Technologies like Antenna, SDR Kit, Cognitive Radio, Wireless Communication etc.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	<b>Passing Cut-Off</b>	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	<b>Name of the Post</b>	<b>Junior Assistant</b>
2.	Mode of Written Examination	Off-Line at IIIT, Pune at Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a) General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b) General Studies & Current Affairs	10
	c) Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20
	d) Domain Knowledge like Right to Information Act (RTI), General Financial Rules (GFR), Stores & Purchase, Reservations, Rules and Regulations of IIITs including IIIT Act & Statutes, Estate Management etc.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7.	<b>Passing Cut-Off</b>	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

1.	<b>Name of the Post</b>	<b>Junior Technician (Library)</b>
2.	Mode of Written Examination	Off-Line at IIIT, Pune at Campus
3.	Type of Written Test Questions	Objective Multiple Choice Questions (MCQs)
4.	Total Number of Questions	100 Nos. with 1 (One) Mark Each
5.	Topic & Marks:	The Topic wise number of questions and marks shall be as under:
	a) General English, Quantitative Aptitude, Verbal and Non-Verbal Reasoning,	20
	b) General Studies & Current Affairs	10
	c) Application of Computer Software like MS- Word, Excel, Power Point used in day-to-day office work and use of Internet, Email etc.	20

	d) Domain Knowledge like Library Management System, recent trends and technologies in Library and Information Services, procurement/acquisition of library resources, performing on-line computer searches of the database, compiling bibliographies, maintaining student's data pertaining to issue / penalty towards use of Library Books / Resources, keeping track of e-book subscriptions etc.	50
6.	Time Allotted	90 Minutes (1.50 Hours)
7	<b>Passing Cut-Off</b>	i) Overall minimum 40% (Out of 100) and ii) Minimum 40% Marks in the Domain Knowledge Topic (Out of 50).

The General Information and Instructions for the Written Test shall be displayed on the website of the Institute in due course of time.

### 31. Application Fees:

a. The Application Fees shall be as under:

#### i. For Group-A:

Sr. No.	Particulars	Application Fees (Rs)	GST (Rs)	Total Fees (Rs)
1	General/OBC/EWS Candidates	1000/-	180/-	<b>1180/-</b>
2	SC/ST/PwD Candidates	500/-	90/-	<b>590/-</b>

#### ii. For Group-B and Group-C:

Sr. No.	Particulars	Application Fees (Rs)	GST (Rs)	Total Fees (Rs)
1	General/OBC/EWS Candidates	500/-	90/-	<b>590/-</b>
2	SC/ST/PwD Candidates	250/-	45/-	<b>295/-</b>

b. The Application Fees shall be payable through Demand Draft drawn in favour of Director, IIIT, Pune payable at Pune or by NEFT in the following Bank Account:

Account Name	Indian Institute of Information Technology Pune
Account Number	39576958196
Name of the Bank	State Bank of India, Ambegaon, Pune
Bank Code	11648
IFSC Code	SBIN0011648
MICR Code	411002065

- c. Candidates are required to write his/her name, contact number and the post applied for on back side of the Demand Draft or NEFT Receipt.
- d. The Application Fee is non-refundable.

### **32. Submission of Documents / Certificates:**

The **Self-Attested Copies** of following documents are required to be attached with the Application Form failing which the application shall not be evaluated and shall stand summarily rejected:

- a) The hard copy of the Prescribed Application Form duly signed on all the pages.
  - b) 10<sup>th</sup> Standard Certificate.
  - c) 12<sup>th</sup> Standard Certificate.
  - d) Graduation Degree Certificate & Mark-Sheets for all years/semesters.
  - e) Post Graduate Degree Certificate & Mark Sheets of all years/semesters.
  - f) NOC from the Current Employer as per ***Annexure-A***, if available.
  - g) Service Certificate for all the previous employments issued by Cadre Controlling Authority / Personnel Officer in the prescribed pro-forma or consisting of all the designations, pay-scales, type of employment etc.
  - h) SC/ST/PwD Certificates (wherever applicable) in prescribed pro-forma of Central Government Only.
  - i) EWS and OBC-NCL Certificate (wherever applicable) issued in the current Financial Year only as per Central Government Format.
  - j) **Caste Validity Certificate** for SC/ST/OBC-NCL candidates belonging to the State of Maharashtra.
  - k) Original Documents and Id Proof would have to be produced during the Documentation Verification Process to be undertaken on the date of Interview failing which the Candidate may not be allowed to appear for the Selection Process.
33. In case of any dispute regarding the Recruitment Process decision of the Director, IIIT Pune shall be final.
34. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Pune, Maharashtra (India) only.
35. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.
36. Clarification, queries in the context of Recruitment Process may be sent on the email id viz. [registrar@iiitp.ac.in](mailto:registrar@iiitp.ac.in).

Place : Pune  
Date : 08/02/2024

**DIRECTOR**

**ON INSTITUTE'S LETTER HEAD**

No: .....

Date: .....

**NO OBJECTION CERTIFICATE**

This is to certify that ..... (name of the candidate) has been working at this Institute as ..... (name of the post) ..... on regular / contract / temporary in the Department of ....., effective from ..... He / She is currently receiving a basic monthly pay of Rs. .... in the pay Level ..... (7<sup>th</sup> CPC pay structure), and his next increment is due on .....

Furthermore, it is confirmed that there are no disciplinary or vigilance cases against ..... (name of the candidate), neither have any been held, contemplated, nor are pending.

There is no objection to his / her application of his / her admission to the interview / examination being conducted by the commission for recruitment to the post of ..... under the Indian Institute of Information Technology, Pune.

Signature of the forwarding Officer

Name: .....

Designation: .....

(with seal of Officer)