



**भारतीय सूचना प्रौद्योगिकी संस्थान भोपाल**  
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
**Indian Institute of Information Technology Bhopal**  
(An Institute of National Importance under Ministry of Education, Govt. of India)

New Teaching Block, MANIT Campus, Bhopal – 462003, (M.P.)

F.No.IIITBpl/Rectt./NonTeaching/2023/2802

Date: 11.12.203

Indian Institute of Information Technology Bhopal (IIIT) is one of the IIITs established by Ministry of Education, Govt. of India, under Public Private Partnership (PPP) mode. The Institute presently offers UG programmes in Computer Science and Engineering (CSE), Information Technology (IT) and Electronics and Communication Engineering (ECE).

IIIT Bhopal will be organizing Walk-in-Interview for the following positions purely on Contract basis for a period of 11 months. The details of the posts are as under:

**Details of posts:**

<b>Name of the Post</b>	<b>Assistant Registrar (Establishment / Student Affairs)</b>
Number of the Posts	2
Consolidated Pay	₹ 50,000/-
Age limit for direct recruitment	Upper age limit: 45 years
Educational and other qualifications required	A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record from a recognized University.
Desirable Qualification	i. Professional qualification in the area of Management/ Administration ii. Experience of handling Administrative / Establishment / Legal matters  <b>OR</b> Experience in maintenance of student records, Scholarship administration / Scholarship related matters, Hostel Administration, Alumni Relations etc.
Period of appointment	11 Months
Method of recruitment	Walk-in-Interview
Date of Walk-in-Interview	<b>4<sup>th</sup> January 2024</b>

<b>Name of the Post</b>	<b>Assistant security Officer</b>
Number of the Posts	1
Scale of Pay	₹ 35,000/-
Age limit for direct recruitment	32 years
Educational and other qualifications required	Graduate + Military / Police or NCC & Fire Fighting Training + 6 years experience
Desirable Qualification	<ul style="list-style-type: none"> <li>i. Risk &amp; Disaster Management Training/ First Aid.</li> <li>ii. Be able to ride light vehicle / motor cycle and handle fire arms + having sound health.</li> <li>iii. conducting enquires &amp; investigation and managing contacts.</li> <li>iv. Proficiency in Computer</li> </ul>
Period of appointment	11 Months
Method of recruitment	Walk-in-Interview
Date of Walk-in-Interview	<b>5<sup>th</sup> January 2024</b>

<b>Name of the Post</b>	<b>Superintendent</b>
Number of the Posts	1
Consolidated Pay	₹ 35,000/-
Age limit	35 years
Educational and other qualifications required	First Class Bachelor's Degree from a recognized University
Desirable Qualification	Experience as Office Superintendent
Period of appointment	11 Months
Method of recruitment	Walk-in-Interview
Date of Walk-in-Interview	<b>5<sup>th</sup> January 2024</b>

## **GENERAL INSTRUCTIONS**

Applicants must read following information and instructions before applying for advertised post:

1. Applications from the applicants will be accepted in prescribed format only.
2. The applicant must be a citizen of India.
3. The applicant must ensure his/her eligibility for the post in respect of Age, Qualification, Experience and other requisite criteria as prescribed and only then should apply. Institute will not be responsible in any manner in this regard.
4. The advertisement, Qualification, Experience details and General Instructions can be viewed/downloaded from Institute's website [www.iiitbhopal.ac.in](http://www.iiitbhopal.ac.in).
5. Applicants should bring application along with self-attested photocopies of marks sheets/certificates in support of all the qualifications and relevant experience on the day of Walk-in-Interview. All Mark sheets, Certificates, Degrees, NOC and other documents must be produced in original at the time of interview. In case, it is detected that the documents mentioned/ submitted by the candidates are fake or the candidate has undesirable or clandestine antecedents/ background and has suppressed the said information, then shall not be allowed to appear before the Selection Committee or to join. In case of detection of any such willful concealment, fraud, suppression, service will be liable to be terminated without any notice at any time during the service even after joining.
6. Institute reserves the right to reject or accept the candidature of any applicant at any stage. Institute reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.
7. The Institute reserves the right not to fill the advertised post or to fill additional vacancies arising out in course of time. The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
9. Canvassing in any form will be a disqualification.
10. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection/interview. Any dispute with regard to the selection/ recruitment process will be subject to Courts/Tribunals having jurisdiction at Bhopal only.
11. Candidates are advised to study the Instructions carefully and then fill up the application. No column should be left blank. Incomplete application will be rejected.
12. In-case of any queries, please email at [recruitment@iiitbhopal.ac.in](mailto:recruitment@iiitbhopal.ac.in).
13. **Time of reporting: 9:00 AM at IIIT Conference Hall, New Teaching Block, MANIT Campus, Bhopal – 462003, (M.P.).**

**OSD (Administration)**

Place: Bhopal

Date: 13.12.2023





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*(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)*

**Indian Institute of Information Technology, Bhopal-462003**

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PERSONAL DETAILS					
Applicant's Name (In Capital Letters)		Father's/ Husband's Name		Mother's Name	
Gender		Category (SC/ST/OBC/EWS/ UR/Ex-serviceman)		Marital Status	
Nationality				Religion	
Date of Birth (DD/MM/YYYY)		Age as on the date of Interview:		Primary Email Id	
Are you Physically handicapped?	Yes/No	Type of Physically Handicapped		Mobile No.	

APPLIED POST DETAILS	
Name of Post for which application form is being submitted	
Advertisement No.& Date:	

EDUCATIONAL QUALIFICATION DETAILS						
Exam Name	Subject Studied	Passing Year	University/Board	Institute/College Name	Percentage	Division/Grade
10 <sup>th</sup>						
Senior Secondary						
ITI						
Diploma						
Graduation						
Post Graduation						
Others						

EDUCATIONAL QUALIFICATION DETAILS								
Organization Name	Post Name	From date (In DD/MM/YY)	To date (in DD/MM/YY)	Duration (Year-Month)	Pay	Nature of Responsibilities	Temporary/Contractual/Regular/Permanent	Reason of quitting

ADDRESS DETAILS	
Communication Address	
Permanent Address	

DETAILS OF CRIMINAL/DISCIPLINARY CASE, IF ANY				
Whether any criminal case against you is pending for investigation/trial in any police station/court or has been disposed of by any court. If yes, then clearly mention the information about the relevant act and section along with the case number and decision etc.				
Crime Number	Section/Act	Court Name	(Date) DD/MM/YYYY	(Remark/Punishment)

CHARACTER AND ANTECEDENTS' REPORTS		
Have you ever been subject to any disciplinary action, as a student and/or as an employee, if so give full details		
Have you ever been dismissed/ suspended from service/employment; if so please give full details		
OTHER RELEVANT INFORMATION		
Prizes/Medal/Awards Distinction		
Scholarship Received		
Sports and Extra-curricular activities (including NCC/NSS)		

Languages known			
Level of Computer Proficiency			
Are you meritorious sports person? (Yes/No)			
Details of published papers			
<b>NAME AND ADDRESS OF MINIMUM TWO REFERENCE (REFEREES SHOULD BE FAMILIAR WITH YOUR ACADEMIC/PROFESSIONAL WORK AND SHOULD NOT BE RELATIVES)</b>			
Reference Name 1		Reference Name 2	
Reference Designation		Reference Designation	
Organization & Address		Organization & Address	
Phone 1		Phone 2	
Mobile 1		Mobile 2	
E-mail 1		E-mail 2	

<b>Details of workshop/Training Programs etc. attended</b>			
Conducting Organization	Title of Program	Duration of Program	
		From	To

Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post (please attach separate sheet).

<b>Details of Present employment and Employer's endorsement (Candidate may produce NOC in lieu of this endorsement at the time of Interview)</b>			
Name of Organization			
Designation		Date of Appointment	
Whether Temporary/Contractual/Regular/Permanent			
Total Pay drawn			

<b>Check List</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Valid ID Proof	
2.	Proof of Date of birth	
3.	Proof of Essential Qualification	
4.	Cast Certificate	
5.	PwD, Ex. Service Men Certificate	
6.	Experience Certificate	
7.	NOC from Present Employer	
8.	Other	

<b>DECLARATION</b>		
<p>I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I undertake to abide by the rules and regulations of the Institute.</p>		
Date:		Signature
Place:		