



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.IITBpl/Rectt./NonTeaching/2024/1162

Date: 21/06/2024

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 programs in Computer Science and Engineering (CSE), Information Technology (IT) and Electronics & Communication Engineering (ECE) and slated to offer M. Tech. (Regular/Part-Time) and MCA from coming academic session (July 2024 onwards).

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

Details of the post:

Name of the Post	Consultant (Administration)
Number of the Posts	1
Consolidated Pay	₹ 40,000 to ₹ 50,000/-
Age limit for direct recruitment	Upper age limit: Preferably below 65 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. Minimum 10 years of supervisory experience of Administration under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.
Desirable Qualification / Experience	Experience in providing effective and efficient high-level executive support to Head of the Office including prioritization of work, e-mail management, meetings management and communication, documentation of records, quality assurance and governance. Ensuring all aspects of administration, planning and coordination etc.
Period of appointment	11 Months
Method of recruitment	Walk-in-Interview
Date of Walk-in-Interview	8th July 2024

GENERAL INSTRUCTIONS

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

1. The applicant must be a citizen of India.
2. The post of Consultant (Administration) is purely on contract basis.
3. The engagement shall be initially for a period of 11 months or till further orders whichever is earlier. The tenure of contract can be extended depending upon the performance of the Consultant or functional requirement of the Institute with the approval of the Competent Authority.
4. The Consultant shall be allowed 1.5 days leave for each completed month of service. Accumulation of leave beyond calendar year will not be allowed. Un-availed leave is not encashable.
5. Applications from the applicants will be accepted in prescribed format only.
6. 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.
7. The advertisement, Qualification, Experience details and General Instructions can be viewed/downloaded from Institute's website www.iiitbhupal.ac.in.
8. 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.
9. 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.
10. 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.
11. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
12. The engaged consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

13. The Consultant engaged by this office, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the office.
14. The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 1 (one) month. In case, a Consultant desire to leave the assignment, he/she is to give 1 (one) month's-notice which can be curtailed/extended depending upon the workload.
15. 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.
16. Canvassing in any form will be a disqualification.
17. 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.
18. 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.
19. In-case of any queries, please email at recruitment@iiitbhopal.ac.in.
20. **Time of reporting: 9:00 AM at IIIT Conference Hall, New Teaching Block, MANIT Campus, Bhopal – 462003, (M.P.). No applicants will be entertained after 10:00 AM.**

OSD (Administration)

Place: Bhopal

Date:21/06/2024