



# भारतीय सूचना प्रौद्योगिकी संस्थान

भोपाल - 462003 (मध्य प्रदेश) भारत

राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार के अधीन

**Indian Institute of Information Technology**

**Bhopal - 462003 (Madhya Pradesh) India**

An Institute of National Importance under Ministry of Education, Government of India

**F.No. : IIITBpl/Rectt. /Non-Teaching/2025/1062**

**Date:19/05/2025**

Indian Institute of Information Technology Bhopal (IIIT Bhopal) is 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 PG programs in M. Tech. (Regular/Part-Time) and MCA. The Institute has also started offering Ph.D. program in relevant departments.

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

## Details of the Position:

Name of the Position	Superintendent (1 each in: Establishment, Academics, Student Welfare, Stores & Purchase)
Number of Positions	04 (Four): UR – 02, OBC(NCL) – 01, SC – 01
Period of appointment	11 months
Remuneration per month	Consolidated pay of Rs. 35,000/- to Rs. 38,500/- per month depending upon the performance in the interview
Upper Age limit (as on date of walk-in interview)	35 years
Essential qualifications	First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline
Desirable skills and experience	<p>Experience of working in Central Government or State Government, University, recognized Research Institutions, PSUs, Autonomous bodies, or Statutory Organizations in one or more of the following areas:</p> <ol style="list-style-type: none"><li><b>General Administration &amp; Establishment Matters</b> (Teaching and Non-Teaching): including Recruitments, leave management, Outsource Contract Management, Facilities/Estate Management, Security/Transport Services, etc.</li><li><b>Stores &amp; Purchase</b> procedures as per GFR-2017.</li><li><b>Academic &amp; Student Welfare:</b> Academic matters such as admissions, management of course curriculum, conduct of examinations, maintenance of students' records, handling Scholarship and other government portals.</li></ol>

	<p>4. Suitable work experience in Hindi Translation/Typing/Stenography will be an added advantage.</p> <p>5. <b>Additional Skills:</b> Proficiency in software and technology including MS Office suite, Google Workspace, ERP, etc.</p>
Method of Recruitment	Walk-in-Interview
Date of Walk-in-Interview	29 <sup>th</sup> May, 2025 (Thursday), from 10:00 AM onwards

### **General Instructions**

Candidates must read following information and instructions before applying for advertised position:

1. The candidate must be a citizen of India.
2. Applications will only be accepted in prescribed format only.
3. Candidates must ensure they meet the eligibility criteria for the position concerning age, qualification, experience, and other requirements as specified before applying. The Institute will not be held responsible for any discrepancies in this regard.
4. Candidates must bring their application along with self-attested photocopies of mark sheets/certificates in support of all qualifications and experience on the day of the Walk-in-Interview. All mark sheets, certificates, degrees, NOCs, and other documents must be produced in original at the time of the walk in-interview. If it is found that any documents submitted by the candidates are fake, or if the candidate has undesirable or clandestine antecedents/background and has suppressed such information, they will not be allowed to appear before the Selection Committee or join the position. In the event of any willful concealment, fraud, or suppression being detected at any stage, even after joining, the service will be liable to termination without notice.
5. For claiming the age, 10<sup>th</sup> Marksheet/DMC or the Birth Certificate will only be accepted.
6. Reservation will be followed as per GoI norms.
7. Candidates seeking reservation under OBC (NCL) category must produce the valid category certificate applicable for Central Educational Institutions (CEIs) obtained/issued on or after 01.04.2025.
8. Candidates seeking reservation under SC category must produce the valid category certificate.
9. Mere fulfilment of eligibility criteria and appearing in the walk in-interview does not confer any right to appointment.
10. The Institute reserves the right to accept or reject the candidature of any candidate at any stage. The Institute also reserves the right to cancel, restrict, enlarge, modify, or alter the recruitment process as required, without issuing any further notice or assigning any reason.

11. The Institute reserves the right not to fill the advertised position. The Institute also reserves the right to withdraw the advertised position at any time without assigning any reason.
12. The initial engagement will be for a period of 11 months or until further orders, whichever is earlier. The contract tenure may be extended based on the individual's performance or the Institute's functional requirements, with the approval of the Competent Authority for a maximum of three (3) years period.
13. The selected candidate will be entitled to 1 (One) day of leave for each completed month of service. Un-availed leave will be carried forward during the contract period. No leave encashment will be payable.
14. Income Tax or any other applicable tax will be deducted at source according to prevailing rules. The office will issue a TDS certificate for this purpose.
15. The selected candidate shall not utilize, publish, disclose, or share any part of the data, statistics, proceedings, or information collected during the assignment or for the purposes of the assignment with a third party without the express written consent of the office. The selected candidates must hand over the entire set of records related to the assignment to the office before the expiry of the contract, and before the final payment is released.
16. Upon selection, the candidate shall not represent, give opinions, or provide advice to others on any matter that may be adverse in the interests of the office.
17. The engagement may be terminated by the office at any time without assigning any reasons, by giving one month's notice. If the applicant wishes to resign from the assignment, they must provide one month's notice, which may be curtailed or extended depending on the workload.
18. In case of any inadvertent error during the selection process that may be detected at any stage, even after the issuance of the offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication made to the candidates.
19. Canvassing in any form will lead to disqualification.
20. Any dispute regarding the selection or recruitment process will be subject to the jurisdiction of Courts / Tribunals in Bhopal only.
21. Candidates are advised to carefully study the instructions before filling out the application. No column should be left blank. Incomplete applications will be rejected.
22. The advertisement, along with details of qualifications, experience, and general instructions, can be viewed and downloaded from the Institute's website [www.iiitbhopal.ac.in](http://www.iiitbhopal.ac.in).
23. No TA and DA shall be payable to the candidates for appearing in the Walk-in-Interview.
24. Decision of the Director, IIIT Bhopal on all aspects pertaining to this recruitment, including conduct of interview, verification of documents and selection will be final and binding on all candidates. No representation / correspondence will be entertained in this regard.
25. Candidates are not permitted to bring any kind of electronic items such as Mobiles, Laptop or any other Bluetooth / Electrical Devices in the Interview Venue.
26. Schedule of the walk-in interview is subject to change in case of unforeseen circumstances.

27. The cut-off date for eligibility criteria (Essential Qualifications), Age etc. shall be the date of Walk-in-Interview.
28. Eligible Candidates must submit the application form with their CV (Resume) along with self- attested photocopies of certificates and testimonials (in a merged pdf) on or before 29<sup>th</sup> May 2025 (Thursday) at e-mail Id [recruitment@iiitbhopal.ac.in](mailto:recruitment@iiitbhopal.ac.in) bearing subject “**Application for the position of Superintendent (contractual)**”. They have to also submit the **hard copy of application form along with relevant documents** on the day of Walk-in-Interview.
29. In-case of any queries, please email at [recruitment@iiitbhopal.ac.in](mailto:recruitment@iiitbhopal.ac.in).
30. Time of reporting: 8:30 AM at **IIIT Bhopal Conference Hall (Room No. TC – 208), First Floor, New Teaching Block**, MANIT Campus, Bhopal – 462003, (M.P.). **No candidates will be entertained after 10:00 AM.**
31. Please visit the institute website of IIIT Bhopal ([www.iiitbhopal.ac.in](http://www.iiitbhopal.ac.in)) regularly for further Instructions/ updates.

**Mentor Registrar**  
**IIIT Bhopal**