

भारतीय सूचना प्रौद्योगिकी संस्थान नागपुर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY NAGPUR

Invites applications from eligible candidates for the following contractual position(s)

Post A: Officer On Special Duty (OSD): ONE

IIIT Nagpur invites applications from eligible candidates for the position of OSD.

Job Description: Will assist the I/c Registrar in general administration and activities relate to account, purchase, stores, academics and general administration. She/he is expected to have knowledge and ability to supervise the administration.

Reporting to: I/C Registrar or as advised from time to time.

Qualification, Experience & Skill Requirements: Bachelor degree in any discipline, masters degree will be preferred from a recognized University/Institute with excellent academic record. Qualifications in area of Management/Engineering/Law/Chartered or cost Accountant are desirable.

Relevant work experience of at least 25 years is essential. She/he should be worked as a Group-A officer (Class-I). Retired person from Government (Central/State)/PSU's can also apply. Experience in Educational Institute of National repute like IITs/NITs/IIMs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication, interpersonal skills and multi-tasking abilities. A good knowledge of Excel, Word, and comfort with computer based working is essential. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 45,000/- per month.

Subject line of email: Application for OSD

Post B: Associate Officer On Special Duty (AOSD): ONE

IIIT Nagpur invites applications from eligible candidates for the position of AOSD.

Job Description: Will assist the I/c Registrar/OSD in general administration and activities relate to account, purchase, stores, academics and general administration. He/she is expected to have knowledge and ability to supervise the administration.

Reporting to: I/C Registrar or as advised from time to time.

Qualification, Experience & Skill Requirements: Masters; degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized

University/Institute with excellent academic record. Qualification in area of Management/Engineering/Law/Chartered or cost Accountant is desirable.

Relevant work experience of at least 5 years is essential. Total experience of 8 years or more is desirable. Experience in Educational Institute of National repute like IITs/NITs/IIMs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication, interpersonal skills and multi-tasking abilities. A good knowledge of Excel, Word, and comfort with computer based working is essential. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 40,000/- per month.

Age: Not exceeding 45 years.

Subject line of email: Application for AOSD

Post C: Office Associate (Multi-skilled): TWO

IIIT Nagpur invites applications from eligible candidates for the position of Office Associate (Multi-skilled).

Job Description: Will assist the I/c Registrar in general administration and activities relate to accounts, purchase, stores, IT, academics and general administration. He/she is expected to have knowledge and ability to execute various tasks related to all kinds of administration. Knowledge of computer operation, purchase procedures, contracts and inventory management and exam cell operations will be a distinct advantage.

Reporting to: I/C Registrar or as advised from time to time.

Qualification, Experience & Skill Requirements: Graduation in any discipline with first class (60%) is must or master degree with 55% with excellent academic record. Relevant work experience of at least 3 years is essential. Total experience of 5 years or more is desirable. Experience in Educational Institute of National repute like an IITs/NITs/IIMs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good knowledge of Excel, Word, Tally and comfort with computer based working is essential. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 20000 /- per month.

Age: Not exceeding 37 years.

Subject line of email: Application for Office Associate.

Post D: Lab Technicians (Multi-skilled) : TWO

IIIT Nagpur invites applications from eligible candidates for the position of Lab Technician (Multi-skilled).

Job Description: Will assist the Associate Dean and I/c Registrar in general administration, office work, lab & equipment cleaning job and activities relate to lab work, IT, Electronic & communication and academics etc. He/she is expected to have knowledge and ability to execute various tasks related to above work. Knowledge of computer operation will be a distinct advantage.

Reporting to: I/C Registrar or as advised from time to time.

Qualification, Experience & Skill Requirements: Graduation in Bachelor of Science in relevant field from recognized University/Institute(Laboratory Assistant) OR Diploma in Engineering of three years duration from recognized Polytechnic/Institute(Technician, Work assistant) OR Senior secondary(10+2) from a recognized board and ITI course of one year or higher duration in appropriate trade(Technician, Work assistant) OR Matric with at least 60% marks and ITI certificate of two year's duration in appropriate trade(Technician, Work assistant).

Relevant work experience of at least one years is essential. Experience in Educational Institute of National repute like IITs/NITs/IIMs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good knowledge of Excel, Word, Tally, good driving skills with valid four wheeler driving license and comfort with computer based working is preferred. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 10,000/- per month.

Age: Not exceeding 30 years.

Subject line of email: Application for Lab Technician.

Important Instruction(s):

- 1. All positions are necessarily temporary and contractual typically for a period of one year (may be more or less in specific cases at the discretion of the appointing authority).**
- 2. Apply separately for each position.**
- 3. Please mention the subject line in your e-mail application.**

4. Candidates are advised to apply through E-MAIL ONLY with copy of all relevant documents attached. The same will be required in originals for verification if the candidate is called for an interview/ test.
5. Institute reserves right to reject any/all application(s) without citing any reason.
6. Appointments will be through third party HR consultants/manpower supplier and do not automatically create any right or preference towards appointments made on the rolls of IIIT Nagpur in the future.
7. No TA/DA will be paid to attend the written test/interview.
8. Interested candidate should apply in prescribed format only available on website www.iiitn.ac.in and www.vnit.ac.in.
9. Interested candidates are advised to send their resumes to: registrar@iiitn.ac.in latest by May 20, 2016.

I/c REGISTRAR

भा. सु. प्रौ. संस्थान नागपूर, भारत
IIIT Nagpur, India