Advt. No: IIITR/RG/2025/Advt./01   **Date:** 19.02.2025

Information Brochure for Recruitment of Non-Teaching Staff on Contract

Indian Institute of Information Technology Ranchi is an autonomous Institute setup by the MoE, Government of India, and Government of Jharkhand along with the industry partners Tata Technologies Limited, TCS and CCL on a Public Private Partnership.

MoE, Government of India has taken up the initiative to setup 20 new Indian Institutes of Information Technology (IIITs) on a Public Private Partnership Model. A major objective in establishing IIITs is to set up a model of education which can produce best-in-class human resources in IT and harnessing the multi-dimensional facets of information technology in various domains. While the number of students produced by these IIITs would be small, the impact they create would be great. The IIIT Ranchi is funded by Government of India (50%), Government of Jharkhand (35%) and Industry Partners (15%).

The institute is managed by professionals from the area of academics and research, under the guidance of a Board of Governors of the Institute that has representatives of participating Industry partners, eminent academicians & researchers and representatives from Government. IIIT Ranchi will focus on applied research and education in IT and in selected domain areas. IIIT Ranchi will contribute significantly to the global competitiveness of key sectors of the Indian economy and industry.

IIIT Ranchi invites application from qualified candidates for following posts purely on temporary basis through walk-in-interview:

SL. No.	Name of Post	Upper Age Limit (Years)	Monthly Consolidated Remuneration
1.	Junior Assistant (General Administration)	27	₹ 25,000/-
2.	Junior Superintendent (General Administration)	32	₹ 40,000/-
3.	Junior Technician (Library)	27	₹ 25,000/-
4.	Junior Technician	27	₹ 25,000/-
5.	Junior Engineer (Civil/ Electrical/ Computer Networking)	32	₹ 40,000/-
6.	Junior Hindi Translator	32	₹ 40,000/-

Details of Qualification, Experience, Desirable Requirement of the posts:

Name of the Post	**Junior Assistant (General Administration)**
Educational and other qualifications required for direct recruitment	**Essential**: i) Bachelor's degree with knowledge of computer operations. **Desirable:** Exposure to office procedure like maintenance of files, noting, drafting, book keeping, establishment matters, legal/ purchase, etc. Knowledge of MS Word, MS Excel, etc.

Name of the Post	**Junior Superintendent (General Administration)**
Educational and other qualifications required for direct recruitment	**Essential**: First class Bachelor's degree with 6 years experience in relevant area. **Desirable:** i. Higher Degree/ PG Diploma in relevant discipline like H.R, Labour Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute. ii. Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.

Name of the Post	**Junior Technician (Library)**
Educational and other qualifications required for direct recruitment	**Essential**: Degree from recognized University with Diploma in Library Science (or) 3 year degree in Library Science.

Name of the Post	**Junior Engineer (Civil)**
Educational and other qualifications required for direct recruitment	**Essential**: B.E./ B.Tech Degree in Civil Engineering with 2 years experience OR Diploma in civil or relevant field with 5 years experience **Desirable:** i. Experience in computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc. ii. On site experience in supervision of execution of Civil works in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination with services. iii. Knowledge of estimation, basic interpretation of structural design /drawing and detail drawings and billing for Civil Works.

Name of the Post	**Junior Engineer (Electrical)**
Educational and other qualifications required for direct recruitment	**Essential**: B.E./ B.Tech Degree in Electrical Engineering with 2 years experience OR Diploma in civil or relevant field with 5 years experience **Desirable:** i. On site experience in supervision of execution of Electrical system HT/LT in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination with services ii. Capable of assistance in Running operation repair and maintenance of electrical systems, DG Sets and other services. iii. Have knowledge of Electrical layouts, SLD and circuit design and billing for electrical works. iv. Good interpersonal and communication skills (both oral and written) essential

Name of the Post	**Junior Engineer (Computer Networking)**
Educational and other qualifications required for direct recruitment	**Essential**: B.E./B.Tech or equivalent (Computer Science / Information Technology) with 2 years experience. OR Diploma in Computer Science / Information Technology or relevant fields with 5 years experience. **Desirable:** i. Two years experience in any Govt. of India Office or Centrally funded Technical Institute in the area of Networking, Computer Programming, MIS management etc.

Name of the Post	**Junior Hindi Translator**
Educational and other qualifications required for direct recruitment	**Essential**: Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; **OR** Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; **OR** Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level; **AND** Recognized Diploma or Certificate course in translation from Hindi to English & vice versa **or** two years' experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India undertaking. **Note:** i) Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified. ii) The Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates belonging to SC/ ST if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them

GENERAL INSTRUCTIONS

1. Candidates applying for more than one post are required to submit application for each post separately. Enclosures in support of application are required to be sent along with the application form.

2. IIIT Ranchi presently offers B.Tech/B.Tech (Hons), M.Tech, and PhD courses related to Computer Science and Engineering and Electronics and Communication Engineering disciplines. Therefore, Junior Technical Superintendent are expected from these two disciplines and/or allied equivalent disciplines only.

3. Applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions.

4. The post is purely temporary and initially for a period of 11 months only which may be extended subject to performance of the candidate and requirement of the institute.

5. Prescribed application form can be downloaded from the website www.iiitranchi.ac.in.

6. Candidate will be interviewed only after scrutiny of education, experience certificates and other necessary certificates. Hence, candidates are required to carry all the **original certificates**. If a candidate fails to produce any original certificate/document, his candidature will not be considered.

7. The filled in application form along with one set of self attested photocopy of the certificates and one latest passport size color photographs have to be submitted at the time of interview.

8. Applications without complete information/ supporting documents will not be considered.

9. All qualifications, experience and age limit will be recognized as on the date of walk-in-interview. Age relaxation in case of SC / ST / OBC / Ex-servicemen / PH candidates against reserved posts will be followed as per Government of India norms.

10. The Institute reserves the right to increase or decrease the number of vacancies or cancel the recruitment process for one or more posts.

11. Canvassing in any form will be treated as a disqualification for the post and cancellation of candidature.

12. No TA/DA will be paid for attending test/ interview.

13. The institute further reserves the right to decide the mode of screening and testing the applications for shortlisting.

14. Candidates from category (ST/ SC/ OBC/ EWS/ PH etc.) have to produce category certificate issued from competent authority. In case of OBC candidates, the NCL certificate must be issued on or after 1st April 2024.

15. Preference will be given to deserving candidates working in IIITs/ IITs/ NITs/ Central Govt./ State Govt., and, suitable moderation in experience if any may be granted by the screening/ selection committee appointed by the competent authority.

16. Legal disputes, if any, with IIIT Ranchi will be restricted within the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only.

17. The scanned copy of the filled application form should also be sent by email to recruitment@iiitranchi.ac.in The last date of sending scanned copy of filled application forms by email is 03/03/2025.

18. **Self- attested copies of following documents are required to be attached with the application form failing which the application shall be rejected:**
    i. The filled in prescribed application form duly signed on all the pages.
    ii. Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet issued by Central / State Board indicating date of birth.
    iii. Graduation/ Diploma/ I.T.I etc. certificate and Mark-Sheets.
    iv. Academic records (Marks/ Grade Cards and Certificates from SSLC/ Matriculation onwards up to highest degree).
    v. NOC from the present employer if applicable.
    vi. Valid certificate for OBC-NCL issued by the competent authority on or after 1st April 2024.
    vii. Experience certificates if applicable.

viii. Identity card (Aadhar/ PAN/ voter ID/ any ID issued by Govt. of India/ State Govt.)
ix. Other relevant Certificate.

19. **Schedule for Skill Test and Presentation: -**

Particulars	Date & Time
Last date of Application	3 March, 2025 at 6 p.m.
Date of issue of shortlisted candidates for skill test/ presentation	10 March, 2025 4 p.m.

Note: Date of skill test/ presentation and other relevant information shall be notified time to time in the institute website.

Only Eligible candidates have to report at **IIIT Ranchi, BSNL ARTTC Building, Near Jumar Bridge, Ranchi-835217, Jharkhand, India** with original certificates along with one set of the self-attested photocopy of the certificates and one latest passport size color photographs.

Sd/-
Registrar (I/C)