



# भारतीय सूचना प्रौद्योगिकी संस्थान राँची

## Indian Institute of Information Technology Ranchi

(An Institute of National importance under an Act of Parliament)

Ranchi, Jharkhand, India – 835217

Advt. No: IIITR/RG/2026/Advt./01

Date: 30.01.2026

### Information Brochure for Recruitment of Non-Teaching Posts

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 mode.

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 setup 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%) for its establishment.

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 is committed to academic excellence and good governance.

#### A. IIIT Ranchi invites application from qualified candidates for following posts:

SL. No.	Name of Post	Pay Level (7th CPC)	Group	Number of Vacancies*					
				UR	OBC-NCL	SC	ST	EWS	Total
1.	Deputy Registrar	12	A	01	-	-	-	-	01
2.	Assistant Registrar	10	A	01	01	-	-	-	02
3.	Junior Superintendent	06	B	02	01	-	-	-	03
4.	Junior Assistant	03	C	03	02	01	01	-	07
5.	Junior Technician (CSE/ ECE)	03	C	02	-	01	01	01	05
6.	Junior Technician (Library)	03	C	01	-	-	-	-	01

\* Number of vacancies may increase or decrease as per requirements.

#### B. Details of Qualification, Experience, Desirable Requirement of the posts:

##### 1. Deputy Registrar:

Name of the Post	Deputy Registrar
Scale of Pay	PB-3: 15600-39100 + GP 7600 [Level 12 in 7th CPC]

	After 5 years of service as Deputy Registrar, the incumbent will move to Level – 13 in 7 <sup>th</sup> CPC (PB-4 with GP of Rs. 8700) with the designation of Joint Registrar on NFSG*
Mode of Recruitment	Direct Recruitment
Age limit for direct recruitment	Upper age limit: 55 years
Educational and other qualifications required for direct recruitment	<p><b>Essential Qualification:</b> A Postgraduate degree with at least 55% marks or its equivalent.</p> <p><b>Experience:</b> 5 years administrative experience in a post carrying PB-3 with GP 5400 or equivalent in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Organization of high repute.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Professional qualification in area of Management/ Finance &amp; Accounts.</li> <li>• Experience in handling Administrative/ Legal/ Finance/ Stores &amp; Purchase/ Establishment matters.</li> <li>• Well versed in FR SR and Rules of Govt. of India for Administrative posts.</li> </ul>

\*Non-Functional Selection Grade

## **2. Assistant Registrar**

Name of the Post	Assistant Registrar
Mode of Recruitment	Direct Recruitment
Scale of Pay	PB-3: 15600-39100 + GP 5400 (Level 10 in 7 <sup>th</sup> CPC) After 8 years of service as Assistant Registrar, the incumbent will be moved to higher GP of Rs. 6600/- (Level 11 in 7 <sup>th</sup> CPC) as per Institute norms with same designation.
Age limit for direct recruitment	Upper age limit: 45 years
Educational and other qualifications required for direct recruitment	<p><b>Essential Qualification:</b> A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Professional qualification in area of Management/ Finance &amp; Accounts.</li> <li>• Experience in handling Administrative/ Legal/ Finance/ Store &amp; Purchase/ Establishment matters in supervisory role in a Govt./Semi-Govt./universities or higher technical institutes of national importance.</li> <li>• Computer literacy with communication skills and ability to word independently.</li> </ul>

### **3. Junior Superintendent**

Name of the Post	<b>Junior Superintendent</b>
Scale of Pay	PB-2: 9300-34800 + GP 4200 (Level 06 in 7 <sup>th</sup> CPC)
Age limit for direct recruitment	32 years
Educational and other qualifications required for direct recruitment	<p><b>Essential Qualification:</b> First Class Bachelor's degree with 6 years' experience in relevant area.</p> <p><b>Desirable:</b> Knowledge of computer application and proficiency in office applications like Word, Excel, Power point and/or Tally/Accounting Software with good communication skills. Proficiency in noting and drafting in Hindi/ English. Knowledge of GoI leave, CCS (Conduct), purchase, finance (GFR), and other relevant rules.</p>

### **4. Junior Assistant**

Name of the Post	<b>Junior Assistant</b>
Scale of Pay	PB-1: 5200-20200 + GP 2000 (Level 03 in 7 <sup>th</sup> CPC)
Age limit for direct recruitment	27 years
Educational and other qualifications required for direct recruitment	<p><b>Essential Qualification:</b> Bachelor's degree with knowledge of computer operations.</p> <p><b>Desirable:</b> Knowledge of computer application and proficiency in office applications like Word, Excel, Power point and/or Tally/Accounting Software and good communication skills.</p>

### **5. Junior Technician (CSE/ ECE)**

Name of the Post	<b>Junior Technician (CSE/ ECE)</b>
Scale of Pay	PB-1: 5200-20200 + GP 2000 (Level 03 in 7 <sup>th</sup> CPC)
Age limit for direct recruitment	27 years
Educational and other qualifications required for direct recruitment	<p><b>Essential Qualification:</b> Diploma in Engg. / Bachelor's Degree in Engg. (or) ITI with 2 years' experience in relevant field.</p> <p><b>Desirable:</b> Experience in operating instruments/equipment/ computers, conducting laboratory experiments at UG (Engg.) level in respective disciplines.</p>

## **6. Junior Technician (Library)**

Name of the Post	<b>Junior Technician (Library)</b>
Scale of Pay	PB-1: 5200-20200 + GP 2000 (Level 03 in 7 <sup>th</sup> CPC)
Age limit for direct recruitment	27 years
Educational and other qualifications required for direct recruitment	<p><b>Essential Qualification:</b> Degree from recognized University with Diploma in Library Science (or) 3 year degree in Library Science.</p> <p><b>Desirable:</b> Experience in Library automation. Knowledge of relevant software and day-to-day Library operations.</p>

### **IMPORTANT DATES**

The starting date of submission of online application	1 <sup>st</sup> February, 2026
The last date of submission of online application	28 <sup>th</sup> February, 2026
Crucial date for determining the eligibility	28 <sup>th</sup> February, 2026
The last date for submitting the hard copy of the online application at the IIIT Ranchi	10 <sup>th</sup> March, 2026

### **GENERAL INSTRUCTIONS**

1. Candidates are requested to read the instruction carefully before filling up the online application. 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 online generated application.
2. Applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional and the final selection is subject to fulfilling the eligibility conditions. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his/ her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
3. Candidates should carefully fill up all the required details in the online application including age, education qualification, SC/ ST/ OBC-NCL/ EWS/ PwD certificates, experience certificate, the details of the pay scale, if applicable etc. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
4. The age limit, qualification and experience will be reckoned as on the last date of closing of online application i.e., 28<sup>th</sup> February 2026. Age relaxation in case of SC/ ST/ OBC-NCL/ Ex-servicemen/ PwD candidates against reserved posts will be followed as per Government of India norms.

5. As per the 17<sup>th</sup> Board of Governors meeting resolution no. BOG/MIN/17/2024-25/12, Age relaxation up to 56 years shall be admissible only to the persons (non-teaching staff) those are working/serving at IIIT Ranchi on Ad-hoc/Temporary/Contractual/Outsourced basis engaged through various service provider and institute daily wages basis having one year of service at IIIT Ranchi on the date of advertisement.
6. Persons currently serving in Govt./ Semi-Govt./ PSUs shall apply online and forward their application through proper channel or alternatively, they shall furnish a **NO OBJECTION CERTIFICATE** at the time of test / interview.
7. The institute reserves the right to set additional criteria for shortlisting and any other criteria deemed fit by the Institute to restrict the number of candidates to be called for written/skill test/ interview to a reasonable limit based on the experience and its relevance, qualifications and level higher than the eligibility criteria prescribed in the advertisement. Fulfilment of qualifications per-se does not entitle a candidate to be called for test/ interview. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and the decision of the institute in this regard shall be final and binding on the applicants. No correspondence and personal inquiries shall be entertained.
8. Incomplete applications or application without relevant enclosures or without fee will be outrightly rejected. No Interim correspondence will be entertained and replied to.
9. Canvassing in any form will be treated as a disqualification for the post and cancellation of candidature.
10. No TA/DA will be paid for attending written test/ interview.
11. The candidates applying against the vacancies reserved for EWS must upload the Income and Asset Certificate valid for the year 2025-26 at the time of online application. The candidates claiming for OBC-NCL should upload a valid OBC-NCL certificate accordingly. The OBC-NCL certificate issued on or after 1<sup>st</sup> April 2025 shall be treated as a valid certificate for this purpose. Further, these candidates are also required to produce the valid EWS/OBC-NCL Certificates during document verification. The caste/category certificate should be submitted as per the Central Govt. format. The candidates claiming for OBC-NCL, SC and ST should note that reservation will be applicable only if the caste is available in the Central List notified by the Ministry of Social Justice and Empowerment, Govt. of India.
12. Original documents along with one set of self-attested copies will have to be produced at the time of test / interview for verification.
13. The applicants are advised/ required to visit the Institute website [www.iiitranchi.ac.in](http://www.iiitranchi.ac.in) regularly. All the information related to the recruitment will be uploaded on the website at every stage. The list of candidates shortlisted for further participation in the selection process such as test / interview etc. will be displayed on the above website. Separate communication through mail/post will not be sent.

14. The offer letter to the finally selected candidates shall be sent through e-mail only.

15. In case of any inadvertent mistake in the process of selection detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

16. **Mode of Selection for the advertised posts are tentatively as follows.**

The Institute reserves the right to decide the mode of screening and testing the applicants for shortlisting and selecting. In case of any inadvertent mistake during selection process, detected at any stage, even after issue of appointment letter, Institute reserves the right to modify/withdraw/cancel any communication made to the candidates. The mode of Selection for various Groups of Posts are tentatively as follows.

**For Group A candidates:**

- i. **Deputy Registrar:** Personal Interview
- ii. **Assistant Registrar:** Personal Interview. If required, screening test may also be conducted to shortlist the candidates for Personal Interview.

**For Group B/C candidates:** Domain Written and Skills Test. If required, screening test may also be conducted to shortlist the candidates for domain Written and Skills Test.

17. **Application Procedure:**

- i. The candidates are required to apply through the ONLINE process on the Samarth portal (<https://iiitranchint.samarth.edu.in>). The online application should be supported by uploading the scanned copies of all ORIGINAL educational and experience certificates or else the application will not be considered. **The closing date of submission of online application is 28<sup>th</sup> February, 2026 up to 11:59 PM.** Any difficulties relating to submission of online application may be sent to [recruitment@iiitranchi.ac.in](mailto:recruitment@iiitranchi.ac.in).
- ii. **Application Fee Payment through SBI Collect:** Applicants must pay the application fee through SBI Collect at <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>. While making the payment, Applicant should choose “**Educational Institutions**” → “**Indian Institute of Information Technology**” → “**Jharkhand**” → “**Recruitment**”. After entering the required details, complete the payment and take a printout of the payment receipt. Finally, enter the transaction details on the Samarth portal to complete the final submission.
- iii. The duly signed hard copy of the generated online application form, along with self-attested photocopies of certificates, testimonials, generated fee payment details and other relevant documents etc., should reach to **The Registrar, Indian Institute of Information Technology Ranchi, ARTTC BSNL Campus, Getlatu, Near Jumar River Bridge, P.O.: Neori Vikas Vidyalaya SO, Hazaribagh Road, Ranchi - 835217 (Jharkhand)** by Speed Post/ Registered Post/ Courier/ Hand on or before **10<sup>th</sup> March, 2026 up to 5:00 PM** super scribbling on the cover “Application for the post of: \_\_\_\_\_ vide advt. no. \_\_\_\_\_. All applications which are not in prescribed form / without relevant supporting enclosures / received after the last date will be outrightly rejected. No correspondence shall be entertained in this regard. Interim correspondence will also not be entertained. The Institute shall not be responsible under any circumstances for

any sort of postal delay. Application received after due date will not be entertained and will be summarily rejected.

18. **Application Fees:** The Application Fees shall be as under:

Sl. No.	Group	Category	Application Fees
1.	A	Unreserved	Rs. 2000/-
2.		OBC-NCL/EWS/SC/ST/PwD	Rs. 1500/-
3.	B and C	Unreserved	Rs. 1000/-
4.		OBC-NCL/EWS/SC/ST/PwD	Rs. 750/-

19. Candidates who wish to apply for more than one post should apply separately paying the requisite application fees.

20. **Self-attested copies of the following documents are required to be attached to the online generated application while submitting the hard copy, failing which the application shall be rejected.**

- i. Receipt of payment of the application fee.
- ii. The online generated application form duly signed on all the pages.
- iii. Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet issued by Central / State Board indicating date of birth.
- iv. Post-Graduation/ Graduation/ Diploma/ I.T.I etc. certificate and Mark-Sheets.
- v. Academic records (Marks/Grade Cards and Certificates from SSLC/Matriculation onwards up to highest degree)
- vi. NOC from the present employer if applicable.
- vii. Valid certificate for OBC-NCL issued by the competent authority on or after 1<sup>st</sup> April, 2025.
- viii. Experience certificates, if applicable.
- ix. Identity card (Aadhar/ PAN/ voter ID/ any ID issued by Govt. of India/ State Govt.)
- x. Other relevant Certificate.

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

*Sd/-*  
**Registrar (I/c)**