



# भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे

**Indian Institute of Information Technology, Pune**

(An Institute of National Importance by an Act of Parliament)

Survey No. 9/1/3, Ambegaon Budruk, Sinhagad Institute Road, Pune - 411041

No. IIITP/Admin/JE/OS/2024/4381

Date: 17/Jan/2024

## **RECRUITMENT NOTICE FOR NON-TEACHING CONTRACTUAL POSITIONS TO BE ENGAGED THROUGH THIRD PARTY MANPOWER SOURCING AGENCY**

Indian Institute of Information Technology, Pune is one of the 20 Indian Institutes of Information Technology established under Public-Private Partnership Scheme by Ministry of Education (MoE), Government of India. IIIT Pune has been declared as an “Institution of National Importance” under the provisions of IIIT(PPP) Act, 2017 and at present the Institute is functioning under Department of Higher Education, Ministry of Education and is supported by Department of Higher Education, Government of Maharashtra and MahaIT, Mumbai as Industry Partner.

The Institute is located at Survey No: 9/1/3, Ambegaon Budruk, Sinhagad Institute Road, Pune-411041.

IIIT, Pune is offering Undergraduate and Post Graduate Programs in Computer Science & Engineering (CSE) and Electronics & Communication Engineering (ECE). IIIT Pune is also run PhD programs in the areas of Software Engineering, Mobile Computing, Information Security, Internet of Things, Robotics, Machine Learning, Speech and Image Processing, Medical Informatics, Cyber Physical Systems, Wireless Networks, VLSI Design, and Nanotechnology.

The Institute invites applications from eligible candidates for the following Non-Teaching Contractual Position to be engaged through Third Party Manpower Sourcing Agency:

<b>Name of the Post</b>	:	Junior Engineer (Civil)
<b>No of post</b>	:	01 (one)
<b>Age:</b>		Not exceeding 45 years
<b>Qualification &amp; Experience</b>	:	<b>Essential:</b> Degree in Civil / Construction / Architecture Engineering with one (1) year experience  <b>OR</b> Diploma in Civil / Construction / Architecture Engineering with three (3) years' experience  <b>Desirable:</b> <ul style="list-style-type: none"><li>Working knowledge of legal and Estate matters including land acquisition, arbitration, and related matters.</li><li>Experience in Educational Institute of national repute like IITs/NITs/IIITs will be a distinct advantage.</li></ul>
<b>Salary &amp; Allowances</b>	:	Rs.45,000/- per Month. (Consolidated)



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<b>Job Description</b>	:	<ul style="list-style-type: none"><li>• He /She will be responsible for handling matters related to civil construction, repair and maintenance, civil billing works of the Institute.</li><li>• He /She is expected to have knowledge and ability to execute various tasks related to above work. Proficiency in computer operations is a must. Site visits will also have to be undertaken from time to time, and if necessary, will have to stay on site.</li><li>• He / She must have domain knowledge like properties of Building Materials, Estimation &amp; Costing, Civil Maintenance &amp; Repairs, Operations of Sewage Treatment Plant, Water Treatment Plant etc.</li><li>• He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required.</li></ul>
<b>Reporting to</b>	:	Registrar, IIIT Pune or as advised by the Competent Authority from time to time.

## General Information and Instructions to Applicants:

1. The positions shall be filled through the Third-Party Manpower Supply Service Agency.
2. All the positions are purely temporary & contractual in nature for a period of 11 Months with provision for subsequent extensions as per Institute Policy subject to performance.
3. The Institute reserves the right to reject any/all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
4. The Institute reserves the right to increase or decrease the number of posts to be filled as per the sole discretion of the Director.
5. No TA/DA and/or Lodging/Boarding will be paid for attending the Interview.
6. The Interviews shall be held in Offline Mode, the dates of which shall be intimated to the eligible candidates in due course.
7. The applications are to be filled Online through google form (link mentioned in point No 25) through on the Institute's Portal. The link to is available on the Institute Website viz. [www.iiitp.ac.in](http://www.iiitp.ac.in). The Applicants are not required to send the hard copy of the Application Form.
8. Candidates are advised to fill the Online Prescribed Application Form within the stipulated time. The candidates would have to upload the relevant supporting documents online.
9. The Candidate will have to bring the original documents along with one complete set of self-attested photocopies of the Online Application and supporting documents at the time of interview for verification.
10. At the time of verification of documents, if documents are not as per Institute's criteria or originals are not presented then candidate will not be allowed to attend Interview / selection shall be cancelled.
11. Hiding information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
12. All qualification, experience and age limit will be recognized as on the closing date of receipt of the application.
13. The Institute reserves the right to set higher norms than minimum while short listing taking into account the specific requirements of the Institute. The short-listing norms may not be uniform across all the posts and shall be binding on the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants. Fulfilment of qualifications per-se does not entitle a candidate to be called for the interview.



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14. The Institute may conduct Written Test and/or Interviews depending on the number of applications received. The decision of the Director, IIIT Pune shall be final regarding the same.
15. Any modification/correction/addition etc. if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
16. Institute reserves the right to offer lower post to the candidate otherwise found suitable.
17. No correspondence regarding reasons for not short listing the candidate shall be entertained. The decision of the Director shall be final in all respect.
18. The Institute shall communicate, through the Third Party, the relevant details pertaining to the joining only to the selected candidate(s) directly through email. No communication shall be done / entertained to / from the candidate(s) who have not been selected.
19. In case of any inadvertent mistake in the process of recruitment detected at any stage, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
20. The appointments to these Non-Teaching Posts are through Third Party Manpower Supply Agency and do not automatically create any right or preference towards appointment made on the rolls of IIIT Pune in the future.
21. In case of any dispute regarding Recruitment Process, decision of the Director, IIIT Pune shall be final.
22. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Pune, Maharashtra (India) only.
23. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.
24. Decision of the Director shall be final in all respect.
  - ❖ The last date for submission of the Online through google form [Link](#) is 7<sup>th</sup> February 2024.

**REGISTRAR  
IIIT PUNE**