

PDPM
Indian Institute of Information Technology,
Design & Manufacturing, Jabalpur
(An Institute of National Importance established by an act of Parliament,
under Ministry of Education, Govt. of India)
Dumna Airport Road, PO: Khamaria, Jabalpur-482005(MP)INDIA

Advertisement No. 02/2020

Dated 27/10/2020

PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, an Institute of national importance established by an act of Parliament invites applications from suitable Indian nationals for appointment on the following non-teaching post.

Sl. No.	Name of the post	Group	No. of vacancies						Pay scale (as per 7 th CPC)
			SC	ST	OBC	EWS	UR	Total	
1.	Assistant Registrar	Group 'A'	00	00	00	00	01	01*	Level-10 (Rs 56100-177500)

* Leave vacancy till 23/04/2021 likely to continue and regularised.

Age limit and other qualifications required for direct recruitment

The essential/ desirable qualification and experience for the above post is given as under.

Sl. No	Name of the Post	Upper Age limit	Educational and other qualification
1.	Assistant Registrar	45 years	A postgraduate degree with atleast 55% marks or its equivalent with excellent Academic record. Desirable: i) Professional qualification in area of Management/Finance & Accounts. ii) Experience in handling Administrative /Legal/Finance/Stores& Purchase/Establishment matters

GENERAL INSTRUCTIONS

- (1) Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- (2) The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the written test/interview etc.
- (3) Any subsequent amendments/modifications etc. on this matter will be notified on the institute website only which may be referred to by the candidates continuously. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the Institute.
- (4) Experience and upper age limit will be reckoned on the last date of submission of applications. Experience acquired after minimum qualification prescribed for each post.(i.e. post qualification experience) will only be considered.
- (5) Candidature of the applicant shall be subject to verification of testimonials at any subsequent stage.

- (6) Candidates may ensure that they fill in correct information; candidates who furnish false information are liable to be disqualified at any stage of recruitment.
- (7) Shortlisted candidates for written test/interview etc. and finally selected candidate only will be informed individually via email and on the correspondence address provided by them in their application.
- (8) Persons serving in Govt./Semi-Govt./PSUs etc should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of written test/interview etc. They can, however, send an advance copy.
- (9) Age relaxation for SC/ST/OBC/Physical Handicapped/Ex-Serviceman/Departmental candidates/Govt. servants will be as per Govt. of India norms.
- (10) Candidates claiming reservation benefits under SC/ST/OBC/EWS/PH/Ex-Servicemen etc. should attach certificates in support of their claim.
- (11) Besides pay, the posts carries allowances according to the Institute rules which at present are at par with the Central Government employees stationed at Jabalpur (MP).
- (12) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for written test/interview etc. Fulfillment of essential qualifications perse does not entitle a candidate to be called for written test/interview etc
- (13) The number of vacancies may increase/decrease in total or within the category.
- (14) The Institute reserves the right not to fill up the post, cancel the advertisement without assigning any reasons and its decision in this regard shall be final.
- (15) In case the last date fixed for receipt of hard copy of applications is declared a holiday, next working day shall be deemed to be the last date of receiving the applications.
- (16) In case of any dispute, any suit or legal proceeding by or against the Institute, courts within whose local jurisdiction the Institute is situated shall have the jurisdiction.
- (17) Non-refundable application fee of Rs 500/- is to be paid in the form of Demand Draft in favour of Registrar, PDPM-IIITDM Jabalpur. SC/ST, Physically Handicapped, women and PDPM-IIITDMJ employees are not required to submit the application fee.
- (18) **Last date for receiving application complete in all respect is by 25/11/2020.** The completed application form in the desired format along with enclosures and fee must be sent to the address **“Asst. Registrar(Estt.), PDPM IIITDM Jabalpur, Dumna Airport Road, PO: Khamaria, Jabalpur-482005(MP),India”**

Director