

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

Dated: 22/12/2023

PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur, an Institute of National Importance established by an act of Parliament invites online applications from suitable Indian nationals for appointment on the following **non-teaching posts**.

Sl. No.	Advt. No.	Name of the post	Group	No. of vacancies						Pay scale (as per 7th CPC) Pay level
				SC	ST	OBC	EWS	UR	Total	
1.	22/2023	Registrar (on contract)	Group 'A'	00	00	00	00	01	01*	Level-14 (Rs 144200-218200)
2.	22/2023	Librarian	Group 'A'	00	00	00	00	01	01	Level-14 (Rs 144200-218200)
3.	22/2023	Assistant Registrar	Group 'A'	00	00	00	01	00	01	Level-10 (Rs 56100-177500)
4.	23/2023	Senior Technical Officer	Group 'A'	00	00	00	00	01	01	Level-12 (Rs 78800-209200)
5.	23/2023	Technical Officer (Design)	Group 'A'	00	00	00	00	01	01	Level-10 (Rs 56100-177500)
6.	23/2023	Technical Officer (ECE)	Group 'A'	00	00	01	00	00	01	Level-10 (Rs 56100-177500)
7.	24/2023	Medical Officer (on contract)	Group 'A'	00	00	00	00	01	01*	Level-10 (Rs 56100-177500)
8.	24/2023	Male Staff Nurse (on contract)	Group 'B'	00	00	00	00	01	01*	Level-6 (Rs 35400-112400)
9.	25/2023	Junior Assistant	Group 'C'	01	00	02	02	08	13	Level-3 (Rs 21700-69100)
10.	26/2023	Junior Technician	Group 'C'	03	01	01	01	07	13	Level-3 (Rs 21700-69100)
TOTAL				04	01	04	04	21	34	

*Posts are on contract initially for a period of 03 years and on satisfactory completion of the term extendable by another 02 years on recommendations of committee duly constituted.

NOTE:- People with disabilities (PWD's) i.e. [B-Blind; LV-Low Vision; D-Deaf; HH-Hard of Hearing; OA- One Arm; OL-One Leg; BA-Both Arms; BL-Both Leg; OAL-One Arm and One Leg; BLOA-Both leg & one arm; BLA-Both Legs Arms; CP-Cerebral Palsy; LC-Leprosy Cured; Dw-Dwarfism; AAV-Acid Attack Victims; MDy-Muscular Dystrophy; ASD-Autism Spectrum Disorder (M-Mild); ID-Intellectual Disability; SLD-Specific Learning Disability; MI-Mental Illness; MD-Multiple Disabilities] will be given reservation against identified posts.

Age limit and other qualifications required for direct recruitment

The essential and desirable qualifications and experience for the above posts are given as below.

Sl. No.	Name of the Post	Upper Age limit	Educational and other qualification
01.	Registrar	55 years	<p>Qualification: A postgraduate degree with at least 55% marks or its equivalent grade.</p> <p>Experience: At least 15 years' experience as Assistant Professor in the Academic Pay Level 11 (AGP of Rs. 7000/- as per VIth CPC) and above along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education administration.</p> <p style="text-align: center;">OR</p> <p>8 years of service in the Academic Pay Level 12 (AGP of Rs. 8000/- as per VIth CPC) and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education administration.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 (Pay Level 12) or an equivalent post.</p>
02.	Librarian	57 Years	<p>Essential Qualification and experience:</p> <p>i) Master's degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii) At least 10 years as a Deputy Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian.</p> <p>iii) Evidence of innovative Library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in Library Science/ Information Science/ documentation/ archives and manuscript keeping.</p>
03.	Assistant Registrar	45 years	<p>Qualification: A postgraduate degree with at least 55% marks or its equivalent with excellent academic record.</p> <p>Desirable:</p> <p>i) Professional qualification in the area of Management/ Finance & Accounts.</p> <p>ii) Experience in handling of Examinations/ Academics/ Establishment/ General Administration/ Research & Development/ Student Affairs/ Finance and accounts/ Legal/ Stores & Purchase matters.</p> <p>Additional Desirable: Proficiency in the use of a variety of computer office applications Word, Excel, PowerPoint or Equivalent.</p>
04.	Senior Technical Officer (CSE/IT)	50 years	<p>First class M.E./ M.Tech. in Computer Science and Engineering/Information Technology or equivalent discipline with 05 years of experience at the level of Technical Officer with GP Rs 5400 (Pay Level-10) or equivalent.</p> <p style="text-align: center;">OR</p> <p>First Class B.E./ B.Tech./ M.Sc. in Computer Science and Engineering/ Information Technology or equivalent discipline or First-class MCA with 08 years' experience at the level of Technical Officer with GP Rs 5400 (Pay Level-10) or equivalent.</p> <p>Desirable experience: Experience in the field of software development/ programming/ network administration/server administration/ teaching Computer Science and Engineering lab courses.</p> <p>Desirable certifications: CCNA or CCNP or MCSE certificate</p>

05.	Technical Officer (Design)	45 years	First class B.E./ B.Tech./ B.Des. (Bachelor of Design) with 08 years of experience. OR First Class M.E./M.Tech./M.Des. (Master of Design) with B.E./ B.Tech./ B.Des. at graduation level and 05 years of experience. Desirable experience: Experience in the field of product design and/or manufacturing.
06.	Technical Officer (ECE)	45 years	First class B.E./ B.Tech. in Electronics and Communication Engineering/Electrical Engineering/Instrumentation or relevant discipline with 08 years of experience. OR First Class M.E./M.Tech. in Electronics and Communication Engineering/Electrical Engineering/Instrumentation or relevant discipline with B.E./ B.Tech./ B.Des. at graduation level and 05 years of experience. Desirable experience: Experience in the field of Electronics and Communication Engineering.
07.	Medical Officer (on contract)	45 years	MBBS degree of a university recognized by IMC including completion of CRRRI followed by atleast 03 years of clinical experience in recognized hospitals.
08.	Male Staff Nurse (on contract)	32 years	B.Sc. in Nursing with 02 years of experience OR 03 years Diploma in Nursing & Midwifery with 05 years of experience. Desirable: Registered as A-grade Nurse with Nursing Council.
09.	Junior Assistant	27 years	Bachelor's degree with knowledge of computer operations.
10.	Junior Technician	27 years	Diploma/ Degree in Computer Science and Engineering/ Information Technology/ Electronics and Communication Engineering/ Instrumentation/ Mechatronics/ Electrical Engineering/ Mechanical Engineering/ Smart Manufacturing/ Design. OR ITI in relevant trades of Computer Science and Engineering/ Electronics and Communication Engineering/ Instrumentation/ Smart Manufacturing/ Mechanical Engineering/ Design with 02 years' experience. OR B.Sc. (Physics/ Applied Physics/ Instrumentation) with 02 years hands-on experience. OR BCA with 02 years hands-on experience

GENERAL INSTRUCTIONS

- (1) Applications are invited in online mode and application forms must be filled out online on the portal <https://iiitdmjnt.samarth.edu.in>. The online portal will be active from 29/12/2023 to 25/01/2024.
- (2) The last date of receipt of the completed application form through the online portal is 25/01/2024 (by 05:00 PM).
- (3) After filling out the online application form the applicant is required to take out a printout of application form and enclose all the testimonials and self-attest it. The completed hard copy of the downloaded online application form must be sent to the address by India Post (not by courier) at the following address so as to reach the Institute latest by 05/02/2024.

**The Deputy Registrar (Establishment),
PDPM-IIITDM Jabalpur,
Dumna Airport Road, PO – Khamaria,
Jabalpur-482005 (MP) India**

- (4) Kindly mention on top of the envelope “Application for the post of”. Hard copy of the online submitted application form may also be submitted by hand at the Central Dispatch Office situated at first floor of the administrative building of the Institute on any working day during the office hours before the last date.
- (5) Applications submitted in online mode and submitted in hard copy will only be considered.**
- (6) Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- (7) In case a candidate wishes to apply for more than one post, separate online application forms are to be filled by the candidates.
- (8) 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.
- (9) The requirements of minimum qualification, experience and/or age may be relaxed in case of candidates with outstanding credentials and higher-grade experience.
- (10) 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.
- (11) Experience and upper age limit will be reckoned on the last date of submission of online applications. Experience acquired after minimum qualification prescribed for each post. (i.e. post qualification experience) will only be considered.**
- (12) Candidature of the applicant shall be subject to verification of testimonials at any subsequent stage.
- (13) Candidates must ensure that they fill in correct information; candidates who furnish false information are liable to be disqualified at any stage of recruitment or afterwards.
- (14) Only the shortlisted candidates for written test/interview, etc. and finally selected candidates will be informed individually via email address provided by them in their application.
- (15) Persons serving in Govt./Semi-Govt./PSUs etc. should send hard copy of their downloaded online applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of written test/interview. They can, however, send an advance copy.
- (16) Age relaxation for SC/ ST/ OBC/ Physical Handicapped (PH)/ Ex-Serviceman/ Departmental candidates/ Govt. servants will be as per the Govt. of India norms.
- (17) Candidates claiming reservation benefits/ age relaxation under SC/ ST/ OBC/ EWS/ PH/ Ex-

Servicemen category should attach latest/valid certificates in support of their claim at the time of application.

- (18) The regular/ Contract employees of the Institute will get age relaxation as per the Govt. of India norms.
- (19) Besides pay, the posts carry allowances according to the Institute rules.
- (20) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for a written test/ skill test/ interview, etc. Fulfillment of essential qualifications per se does not entitle a candidate to be called for written test/ skill test/ interview, etc.
- (21) 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.
- (22) Incomplete hard copy of online application form without relevant supporting enclosures/ without attested copies of certificates will be out rightly rejected. Institute will not be responsible for any postal delay.
- (23) No interim correspondence will be entertained.
- (24) In case the last date fixed for receipt of hard copy of the online applications is declared a holiday, next working day shall be deemed to be the last date of receiving the applications.
- (25) 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.
- (26) Non-refundable online application fee of Rs 500/- is to be paid through the portal. SC/ST, Physically Handicapped, women and PDPM-IIITDMJ employees are not required to submit the application fee. The applicant is required to take a printout of the fee acknowledgement receipt and enclose it with the hard copy of application after self-attestation.
- (27) Previous advertisement No. 02/2019 Dated 08/05/2019 for the post of Registrar and advertisement No. 03/2019 Dated 19/06/2019 for the post of Junior Assistants and Junior Technicians stands cancelled. Those candidates who have applied against advertisement no.02/2019 and 03/2019 need to reapply afresh in the online mode and forward hard copy along with all enclosures. However, they are not required to pay the application fee again. They must provide supporting documents of earlier application towards fee waiver.**
- (28) It is mandatory to apply online, submit a hard copy of the online application form alongwith all enclosures before the closing date as mentioned above. Applicants making only online applications OR making online application but their hard copy of application form alongwith enclosure not reaching before the closing date of receipt of hard copy will not be considered and summarily rejected. No refund of application fee be made in any of such cases.**

Registrar