



# भारतीय सूचना प्रौद्योगिकी संस्थान

भोपाल - 462003 (मध्य प्रदेश) भारत

राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार के अधीन

## Indian Institute of Information Technology

Bhopal - 462003 (Madhya Pradesh) India

An Institute of National Importance under Ministry of Education, Government of India

F. No: IIITBpl/Rectt./Non-Teaching/2024/2646

Date: 24/12/2024

Indian Institute of Information Technology Bhopal (IIIT Bhopal) is established by Ministry of Education, Govt. of India, under Public Private Partnership (PPP) mode. The Institute offers UG programs in Computer Science and Engineering (CSE), Information Technology (IT) and Electronics and Communication Engineering (ECE) and PG programs ( M. Tech. programs and MCA program).

A Walk-in-Interview for the position of Lab Assistant, offered purely on a contractual basis, is scheduled for 2nd January 2024 (Thursday) at IIIT Bhopal. Please find the additional relevant details below:

### **Details of the posts:**

Name of the Position	<b>Lab Assistant (Contract)</b>
Number of Positions	<b>02 (Two) - 1 (UR) and 1 (OBC-NCL)</b>
Remuneration	<b>Rs. 38,500/- (Consolidated Per Month)</b>
Age limit	<b>Not more than 30 years (as on date of walk-in interview)</b>
Essential Qualifications	<b>First Class or equivalent grade in B.E. / B.Tech. or Diploma in Computer Science &amp; Engineering / Information Technology / Electronics or in any other relevant branch from a recognized University/Institute</b>
Desirable Qualification	<b>Proficiency in Computers</b>
Period of Appointment	<b>11 Months</b>
Method of Recruitment	<b>Walk-in-Interview</b>
Date of Walk-in-Interview	<b>2<sup>nd</sup> January 2025 (Thursday)</b>
Reporting Time	<b>8:30 AM to 10:00 AM</b> <b>No candidates will be entertained after 10:00 AM.</b>
Venue	<b>IIIT Bhopal Conference Hall, First Floor, New Teaching Block, MANIT Campus, Bhopal – 462003, (M.P.)</b>

## **GENERAL INSTRUCTIONS**

**Candidates must read following information and instructions before applying for advertised position:**

1. The candidate must be a citizen of India.
2. The position of Lab Assistant is purely on contractual basis.
3. The initial engagement will be for a period of 11 months or until further orders, whichever is earlier. The contract tenure may be extended based on the employee's performance or the Institute's functional requirements, with the approval of the Competent Authority for a maximum of three (3) years period.
4. The incumbent will be entitled to 1 (One) day of leave for each completed month of service. Un-availed leave will be carried forward during the contract period. No leave encashment will be payable.
5. Applications will only be accepted in the prescribed format.
6. Candidates must ensure they meet the eligibility criteria for the position concerning age, qualification, experience, and other requirements as specified before applying. The Institute will not be held responsible for any discrepancies in this regard.
7. Mere fulfilment of eligibility criteria and appearing in the interview does not confer any right to your appointment.
8. Candidates must bring their application along with self-attested photocopies of mark sheets/certificates in support of all qualifications and relevant experience on the day of the Walk- in-Interview. All mark sheets, certificates, degrees, NOCs, and other documents must be produced in original at the time of the interview. If it is found that any documents submitted by the candidates are fake, or if the candidate has undesirable or clandestine antecedents/background and has suppressed such information, they will not be allowed to appear before the Selection Committee or join the position. In the event of any willful concealment, fraud, or suppression being detected at any stage, even after joining, the service will be liable to termination without notice.
9. The Institute reserves the right to accept or reject the candidature of any candidate at any stage. The Institute also reserves the right to cancel, restrict, enlarge, modify, or alter the recruitment process as required, without issuing any further notice or assigning any reason.
10. The Institute reserves the right not to fill the advertised position. The Institute also reserves the right to withdraw the advertised position at any time without assigning any reason.
11. Income Tax or any other applicable tax will be deducted at source according to prevailing rules. The office will issue a TDS certificate for this purpose.
12. The engaged employee shall not utilize, publish, disclose, or share any part of the data, statistics, proceedings, or information collected during the assignment or for the purposes of the assignment with a third party without the express written consent of the office. The incumbent must hand over the entire set of records related to the assignment to the office before the expiry of the contract, and before the final payment is released.
13. The engaged employee shall not represent, give opinions, or provide advice to others on any matter that may be adverse to the interests of the office.

14. The engagement may be terminated by the office at any time without assigning any reasons, by giving one month's notice. If the incumbent wishes to resign from the assignment, they must provide one month's notice, which may be curtailed or extended depending on the workload.
15. For claiming the age, only matriculation certificate/ marksheet will be considered.
16. In case of any inadvertent error during the selection process that may be detected at any stage, even after the issuance of the offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication made to the candidates.
17. Canvassing in any form will lead to disqualification.
18. Any dispute regarding the selection or recruitment process will be subject to the jurisdiction of Courts/Tribunals in Bhopal only.
19. Candidates are advised to carefully study the instructions before filling out the application. No column should be left blank. Incomplete applications will be rejected.
20. The advertisement, along with details of qualifications, experience, and general instructions, can be viewed and downloaded from the Institute's website [www.iiitbhopal.ac.in](http://www.iiitbhopal.ac.in).
21. No TA and DA shall be payable to the candidates for appearing in the Walk-in-Interview.
22. Decision of the Director, IIIT Bhopal on all aspects pertaining to this recruitment, including conduct of interview, verification of documents and selection will be final and binding on all candidates. No representation/ correspondence will be entertained in this regard.
23. Candidates are not permitted to bring any kind of electronic items such as Mobiles, Laptop or any other Bluetooth/Electrical Devices in the Interview Venue.
24. Candidates belonging to the OBC-NCL category are required to submit a valid caste certificate, issued on or after **1st April 2024**.
25. For eligibility to apply for the post(s) of Lab Assistant, upper age limit will be 30 years as on the date of Interview. The upper age limit is relaxable for OBC candidates (Central List) for maximum 03 years. In case of PWBD candidates (With benchmark disabilities), age relaxation is 13 years for OBC Category (Central List).
26. Schedule of the walk-in interview is subject to change in case of unforeseen circumstances.
27. The cutoff date for eligibility criteria (Essential Qualification), Age etc. shall be the date of Walk-in-Interview.
28. Candidates are required to submit their application form, along with their CV (Resume) and self-attested photocopies of certificates and testimonials, in a single PDF file via email to [recruitment@iiitbhopal.ac.in](mailto:recruitment@iiitbhopal.ac.in). The email should be sent by 01st January 2025 till 05:00 PM, with the subject line: "Application for the position of Lab Assistant (Contractual)". Additionally, candidates must submit a hard copy of the application form and relevant documents to the Document Verification Committee prior to the interview.
29. In-case of any queries, please email at **[recruitment@iiitbhopal.ac.in](mailto:recruitment@iiitbhopal.ac.in)**.

**Mentor Registrar**