



ATAL BIHARI VAJPAYEE -
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY &
MANAGEMENT, GWALIOR**

(An Autonomous Institute of Govt. of India)
web : www.iiitm.ac.in

Advertisement No: Sept/2018/ 2621

Date: 07.09.2018

ABV-Indian Institute of Information Technology & Management is an autonomous institute set up by Ministry of HRD, Govt of India. Applications are invited for the following posts:

1. **Deputy Registrar 1 Post (UR)***
2. **Assistant Registrar – 2 Posts (UR)**

Please send your application to **Registrar, ABV-IIITM Gwalior, Gwalior-474015**. For further details regarding the educational qualification, experience etc. please visit the institute website www.iiitm.ac.in. Last date for receipt of applications is **28th September 2018**.

** On contract/deputation against leave vacancy till 05/04/2020 or till the incumbent rejoins the post whichever is earlier*

Registrar



अटल बिहारी वाजपेयी-
भारतीय सूचना प्रौद्योगिकी एवं प्रबन्धन संस्थान, ग्वालियर
(भारत सरकार का स्वशासी संस्थान)
मुरैना लिंक रोड, ग्वालियर-474015

अबिवा-भा.सू.प्रौ.प्र.सं.ग्वा./कुस/2018/2621

दिनांक : 07.09.2018

अटल बिहारी वाजपेयी- भारतीय सूचना प्रौद्योगिकी एवं प्रबन्धन संस्थान, ग्वालियर, भारत सरकार का एक स्वशासी संस्थान है। संस्थान द्वारा निम्न प्रशासनिक रिक्त पदों की पूर्ति हेतु आवेदन पत्र आमंत्रित किये जा रहे हैं-

1. उपकुलसचिव * - 1 पद (अनारक्षित)
(संविदा/प्रतिनियुक्ति पर)
2. सहायक कुलसचिव - 2 पद (अनारक्षित)

कृपया निर्धारित प्रारूप में पूर्ण रूप से भरा हुआ आवेदन कुलसचिव, अबिवा-भा.सू.प्रौ.प्र.सं.ग्वालियर-474015 की ओर प्रेषित करें। शैक्षणिक योग्यता, अनुभव एवं अन्य संबंधित जानकारी संस्थान की वेबसाइट www.iiitm.ac.in पर उपलब्ध है। आवेदन प्राप्त करने की अन्तिम तिथि 28 सितम्बर 2018 है।

नोट : *यह नियुक्ति अवकाश के विरुद्ध रिक्त पड़े पद पर, संविदा/प्रतिनियुक्ति पर दिनांक 05/04/2020 अथवा संबंधित अधिकारी की पुनः उपस्थिति (जो पहले हो) तक की जावेगी।

कुलसचिव



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Vacant Positions
(Adv. 09/2018)

ABV-IITM, Gwalior is set up by Government of India with the objective of imparting teaching and conducting research in the fields of Information Technology and Management. The Institute is looking for the following Administrative positions:

S. No.	Non-Faculty Position	Scale	Category	No. of Posts	Qualification & Experience
1	Deputy Registrar * Maximum Age : 55 years (on contract/Deputation) * against leave vacancy till 05/04/2020 or till the incumbent rejoins the post whichever is earlier	PB-3 (Rs.15600-39100) GP Rs.7600/- [Level -12 in 7 th CPC]	UR	01	A postgraduate degree with at least 55% marks or its equivalent. 05 years' administrative experience in a post carrying PB-3 with GP 5400 or equivalent in Government/Government Research Establishments/Universities/Statutory/Organisation of high repute.
2	Assistant Registrar Maximum Age : 45 years	PB-3 (Rs.15600-39100) GP Rs.5400/- [Level -10 in 7 th CPC]	UR	02	A postgraduate degree with at least 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

Terms & Conditions:

1. The candidate must be a citizen of India.
2. Good knowledge of computer applications (on word processor, spreadsheet, presentations software etc. And OS like MS-Windows, LINUX etc.) will be preferred.
3. Maximum Age is shown against the post.
4. Applicants serving in Government/Semi-Government Organizations/Public Sector Undertakings/ Autonomous Bodies must send their applications "**Through Proper Channel**". The applications received directly (not through proper channel) may not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
5. The application fee of Rs.500/- (non-refundable) for the above positions is to be paid online only through the payment link available on the institute's Website. No fee is required in case of SC/ST/PH and woman candidates.
6. Separate application form along with separate application fee and requisite documents should be submitted for each post applied for. **Applications received through E-mail will not be accepted.**
7. The relaxation and concessions to the candidates applying for the reserved category posts exist as per Government of India Rules.
8. The institute reserves the right to relax any of the qualifications/experience/age in exceptional cases of meritorious candidates.
9. The number of vacancies indicated in the notification is tentative. The ABV-IITM Gwalior reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, the ABV-IITM Gwalior also reserves the right NOT to fill any of the post advertised.
10. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
11. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
12. The Institute may conduct Written Test/Computer Test/Power Point Presentation on some topics/Interview and only those candidates who qualify the said tests may be called for interview.
13. The prescribed essential qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the ABV-IITM Gwalior to conduct test and/or interview all the candidates. The ABV-IITM Gwalior may restrict the number of candidates to be called for written test/skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
14. The qualification prescribed should have been obtained from recognized Universities/Institutions.
15. Outstation candidates, Who will qualify the written test and called for interview will be reimbursed to & fro journey fare (3AC) through NEFT, no spot reimbursement will be done.
16. The application form not in prescribed format, incomplete or without self-attested copies of all relevant certificates (both experience and educational) and requisite fee where applicable will be rejected.
17. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED".
18. The application duly filled in the prescribed form along with supporting enclosures must reach the **Registrar, ABV-Indian Institute of Information Technology and Management Gwalior, Morena Link Road Gwalior Madhya Pradesh 474015 India** on or before **28th September 2018 (5.00 p.m.)**. The ABV-IITM Gwalior shall not be responsible for postal delays, if any. The envelope should be superscribed as "**Application for Non faculty Positions 2018.....**". Applications received after the due date shall not be considered. Prescribed application form may be obtained from ABV-IITM Gwalior website (<http://www.iitm.ac.in>).

Dated:07.09.2018

Registrar