

## Advertisement No. 04/2017

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

Sl. No.	Name of the post	Distribution of Posts					Pay scale
		SC	ST	OBC	UR	Total	
1.	Deputy Registrar	-	-	01*	01	02	PB-3, GP Rs 7600/-
2.	Assistant Registrar (Placement Officer) on contract	-	-	-	01	01	PB-3, GP Rs 5400/-

\* One post is against leave vacancy till 06/05/2019 or till the incumbent rejoins the post whichever is earlier.

**NOTE :-** Out of the above total 03 Group A posts, 01(one) post is reserved for Physically handicapped(PH)- Visually handicapped (Low Vision)

**Upper age limit: -**

For post at Sl. No. 1 - not more that 55 years as on closing date.

For post at Sl. No. 2 - not more than 45 years as on closing date.

Relaxation in age would be admissible as per Central Government Rules for SC/ST/OBC/Ex-servicemen/PH categories.

### **Qualifications and other qualifications required for direct recruitment**

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

Sl. No	Name of the Post	Qualification
01	Deputy Registrar	A postgraduate degree with at least 55% marks or its equivalent grade. 05 years' administrative experience in a post carrying PB-3 with GP 5400 or equivalent in Government/Government Research Establishments / Universities/Statutory Organisations / Organisation of high repute.
02	Assistant Registrar(Placement Officer)	<p>a) A postgraduate degree with atleast 55% marks or its equivalent with excellent Academic record.</p> <p>b) <b>Other essential qualification as per requirement of the post:-</b> MBA/Post Graduate degree in Human Resource Management/Mass Communication/Master of Technology/Engineering/Design.</p> <p><b>Desirable:-</b> (1) A basic degree in any discipline of engineering or equivalent (2) Excellent interpersonal skills,(3) Experience of liaisoning with various Govt. bodies, PSUs, Media and Companies, and(4) Experience of working with Engineering Institutions/IT sector companies in Metros/big cities preferably in HR.</p>

## **GENERAL INSTRUCTIONS**

- (1) Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not apply.
- (2) Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- (3) The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.
- (4) The requirements of minimum qualification, experience and/or age may be relaxed in case of candidates with outstanding credentials and higher grade experience.
- (5) Any subsequent amendments/modifications etc. on this matter will be notified in the institute website only which may be referred to by the interested candidates continuously. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the Institute.
- (6) Experience 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.
- (7) Candidature of the applicant shall be subjected to verification of testimonials at any subsequent stage.
- (8) Candidates may ensure that they fill in correct information; candidates who furnish false information are liable to be disqualified at any stage of recruitment.
- (9) Only screened-in candidates will be called for the interview. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
- (10) Shortlisted candidates for interview and finally selected candidate only will be informed individually via email and on the correspondence address provided by them in their application.
- (11) 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 interview. They can, however, send an advance copy along with the DEMAND DRAFT in original.
- (12) Age relaxation for SC/ST/OBC/Physical Handicapped/Ex-Serviceman/Departmental candidates/Govt. servants will be as per Govt. of India norms.
- (13) 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).
- (14) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Fulfillment of essential qualifications per se does not entitle a candidate to be called for interview.
- (15) The Institute reserves the right to increase/decrease the number of posts and/or not to fill up the post, cancel the advertisement without assigning any reasons and its decision in this regard shall be final.
- (16) The selection process generally consists of a presentation and interview. The candidates qualified for interview will be paid to and fro 2-AC rail fare by the shortest route.

- (17) Incomplete application without relevant supporting enclosures/ without attested copies of certificates/ without prescribed fee/ application not on prescribed format will be out rightly rejected. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained.
- (18) In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date of receiving the applications.
- (19) Applications form (a) received after the last date or (b) incomplete in any respect or (c) any fresh enclosures received after the last date shall not be considered and rejected summarily.
- (20) In case of any dispute, any sue or legal proceeding by or against the Institute, courts within whose local jurisdiction the Institute is situated shall have the jurisdiction.
- (21) Incumbents for the post of **Assistant Registrar (Placement Officer)** have no fix office timings. The officer is required to work on Sundays/Holidays and odd hours also for conducting and coordinating placement activities.
- (22) Applications should be accompanied with a non-refundable Demand Draft of Rs. 200/- drawn in favour of "**PDPM IIITDM JABALPUR**" payable at any nationalized bank at Jabalpur. The issue date of demand draft should be within the duration of Advertisement. SC/ST, Physically Handicapped, women and PDPM-IIITDMJ employees are not required to submit the demand draft. Prescribed application form can be downloaded from the Institute website [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in). The hard copy of completed application must reach the **Asst. Registrar(Estt.), PDPM IIITDM Jabalpur, Dumna Airport Road, PO: Khamaria, Jabalpur - 482005 (MP) India** on or before **12/07/2017 till 05:00PM**. Applicants are required to superscribe on the envelope "**APPLICATION FOR THE POST OF DEPUTY REGISTRAR/ASSISTANT REGISTRAR (PLACEMENT OFFICER)**".

**Please Note:- Applications are to be sent only in hard copy. Applications sent through email etc. shall not be entertained and summarily rejected.**

**Registrar**