Advt. No. IIITU-NT-2026/01 to 04   30, March'26

ADVERTISEMENT FOR VARIOUS NON TEACHING POSITIONS

Indian Institute of Information Technology (IIIT) Una has been established as an Institute of National Importance under the Ministry of Education, Govt. of India by an IIIT (PPP) Act of Parliament No. 23 of 2017.

The Institute invites applications from Indian Nationals for the post of Registrar, Assistant Registrar, Assistant Executive Engineer and Assistant Physical Education Officer.

The start date for submission of online application is 31st March'26 on 10:00 hrs. at **https://iiitunt.samarth.edu.in/** in a prescribed format.

The last date for submission of online application is 23:59 hrs. on 11, May'26.

Please visit our website www.iiitu.ac.in for further details.

REGISTRAR

ADVERTISEMENT FOR THE POST OF REGISTRAR, ASSISTANT REGISTRAR, ASSISTANT EXECUTIVE ENGINEER AND ASSISTANT PHYSICAL EDUCATION OFFICER

Applications are invited from Indian Nationals who would like to contribute for the development of IIIT Una, an Institute of National Importance set up, and under the Ministry of Education, Govt. of India under the act of Parliament no. 23 of 2017. The details of vacancies are as follows:

I.   No. of Vacancies:

Sr. No.	Description	Total	Reservation Status	Advt. No.
1.	Registrar	**01**	UR	IIITU-NT-2026/01
2.	Assistant Registrar (AR)	**01**	UR	IIITU-NT-2026/02
3.	Assistant Executive Engineer (AEE)*	**01**	UR	IIITU-NT-2026/03
4.	Assistant Physical Education Officer (APEO)	**01**	UR	IIITU-NT-2026/04

With Civil Engineering discipline

II.   MINIMUM QUALIFICATION, EXPERIENCE, AND OTHER DETAILS

1. REGISTRAR

1.	Name of the Post	Registrar
2.	Number of posts	01
3.	Classification	Group A
4.	Initial Basic Pay	Level 14 **as per 7th CPC**
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Upper·age limit: 55years
7.	Educational and other qualifications required for direct recruitment.	A PG and UG degree with at least 60% marks or minimum CGPA of 6.5 and a PhD degree with 5 years of experience as Professor along with relevant administrative experience. OR A PG and UG degree with at least 60% marks or minimum CGPA of 6.5 and a PhD degree with 15 years of experience as Associate Professor along with relevant administrative experience. OR A Postgraduate degree with at least 60% marks or minimum CGPA of 6.5 with 15

			years of administrative experience, of which 10 years at Level 12 **as per 7th CPC**.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees		Educational Qualifications will apply.
9.	Period of probation, if any		Not Applicable
10.	Method of recruitment#, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods		Direct Recruitment OR Deputation OR contract basis for a tenure of up to 3 years or till attaining the age of 62 years whichever is earlier.
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made		10 years of experience as Deputy Registrar at level 12 **as per 7th CPC**.
12.	If a Departmental Promotion committee exist what is its composition		Selection by committee constituted as per Section 9(4) of Statutes of Institute.

 # Maximum Tenure for the post of Registrar shall be 03 Years or till attaining the age of 62 years whichever is earlier irrespective of method of recruitment.

2. ASSISTANT REGISTRAR

1.	Name of the Post	Assistant Registrar
2.	Number of Posts	01
3.	Classification	Group A
4.	Initial Basic Pay	Level 10 **as per 7th CPC**
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Upper age limit : 50 years
7.	Educational and other qualifications required for direct recruitment	A Postgraduate degree and UG degree with at least 60% marks or minimum CGPA of 6.5 with excellent Academic Record and 8 years of experience at Level 7 **as per 7th CPC**. **Desirable:** Professional qualification in area of Management/ Finance & Accounts Experience in handling Administrative/ Legal/ Finance/ Stores and Purchase/ Establishments matters.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Educational Qualifications will apply.
9.	Period of probation, if any	One year in case of direct recruitment

10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment/ Deputation-50% Promotion-50%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	**Promotion:** Post graduate Degree with 8 years administrative experience at Level 7 **as per 7th CPC**. **Deputation:** As in direct recruitment.
12.	If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Section 9(4) of the Statutes of Institute.

3. ASSISTANT EXECUTIVE ENGINEER*

1.	Name of the Post	Assistant Executive Engineer*
2.	Number of Posts	01
3.	Classification	Group A
4.	Initial Basic Pay	Level 10 **as per 7th CPC**
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	50 years
7.	Educational and other qualifications required for direct recruitment	M.E./ M. Tech. and B.E./B.Tech. in Civil Engineering with a minimum of 60% or 6.5 CGPA with 6 years of experience in relevant area as Assistant Engineer or equivalent at the Level 7 **as per 7th CPC**. Or B.E./B. Tech. in Civil Engineering with a minimum of 60% or 6.5 CGPA with 8 years of experience in relevant area as Assistant Engineer or equivalent at the Level 7 **as per 7th CPC**.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Educational Qualifications will apply.
9.	Period of probation, if any	One year in case of direct recruitment.
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment: 50% Promotion:50%

11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	M.E. Or M. Tech Degree in Civil Engineering with 6 years of experience in relevant area as Assistant Engineer or equivalent at Level 7 **as per 7th CPC**.
12.	If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Section 9 (4) of Statutes of Institute.

With Civil Engineering discipline

4. ASSISTANT PHYSICAL EDUCATION OFFICER

1.	Name of the Post	Assistant Physical Education Officer
2.	Number of Posts	01
3.	Classification	Group A
4.	Initial Basic Pay	Level 10 **as per 7th CPC**
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	50 years
7.	Educational and other qualifications required for direct recruitment	PG and UG in Physical Education with a minimum of 60% or 6.5 CGPA and 8 years of experience as Sr. Physical Training Instructor or equivalent at Level 7 **as per 7th CPC**.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Educational qualifications will apply.
9.	Period of probation, if any	One year in case of direct recruitment
10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment:75% Promotion: 25%
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	8 Years of Experience as Sr. Physical Training Instructor or equivalent at the Level 7 **as per 7th CPC**.
12.	If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Section 9 (4) of Statutes of Institute.

III.   HOW TO APPLY

1. The eligible and interested candidates are required to apply only through online mode at the **https://iiitunt.samarth.edu.in/**. Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a unique application id.

2. Candidates are required to note down and remember this unique application id which will be used to identify a candidate for Written Test and Interview. **No correspondences/enquiry for lost application id will be entertained.**

3. Applications which are not submitted online and without relevant supporting documents shall be summarily rejected.

4. Last date for submission of online application is **11, May'26; 23:59 hrs.** All educational and other qualifications/Experiences etc. will be considered as on the last date of the online submission of application form, i.e., **11, May'26 by 23:59 hrs.**

5. The candidates who had earlier applied against **Advt. No. IIITU-NT-2024/02 dated 20 Sep.'24** for various advertised position are required to apply afresh for this advertisement.

6. Steps for Online submission of application:
   - Visit the Institute recruitment portal link **https://iiitunt.samarth.edu.in/.**
   - Create a login id with password.
   - Keep ready all data/certificate/document in pdf.
   - Apply online on the portal by filling all the relevant fields and uploading the required documents.
   - Periodically save and resume the process.
   - Pay the non-refundable application fee on application portal.
   - Complete the application process.

7. If a candidate wants to be considered for more than one Post then for each Post a separate application has to be submitted following the procedure depicted at Sr. No. 1-6 of this section.

8. Problem encountered, if any, during online filling/submission of application form may be immediately brought to the notice of the Institute, during office hours, through the following channels:
   a. Email ID   : recruitment@iiitu.ac.in

9. Candidates are advised in their own interest **to submit online applications much before the closing date** and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days. Applications received after expiry of the last date and time will not be entertained and the Institute will not be responsible for any delay.

IV. GENENRAL INSTRUCTIONS/ INFORMATION TO CANDIDATES

1. The candidates should read carefully the requisite minimum essential qualifications, age and other eligibility, experience criteria etc. laid down in the advertisement before applying other for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at

any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.

3. The candidates are required to apply **ONLINE** only from **31, March'26 on 10:00 hrs. to 11, May'26 upto 23:59 hrs.** The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay.

4. The candidate should fill separate online application form along with application fee for each post applied if he/she is interested and eligible to apply for more than one post.

5. The candidate must be a citizen of India.

6. Relaxation of Age
   a. The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute. The age shall be determined as on the last date of the advertisement.
   b. Age relaxation as per applicable Govt. of India norms shall be applicable.

7. Candidates should submit self-attested photocopies of required certificates and other documents, in support of their claims in the application such as age, community (in the prescribed format), educational qualifications, experiences, etc.

8. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc are required to upload the No Objection Certificate while filling up the online application form OR submit No Objection Certificate (NOC) at the time of written test/ trade test/ presentation / interview. In absence of the same, the application will not be considered for written test/ interview.

9. Candidates should submit the online application fee of Rs.1,000/- for General category candidates and Rs.500/- for others category and female applicants. **Fee once paid shall not be refunded under any circumstances.**

10. The institute follows the reservation norms as per Govt. of India rules.

11. The number of vacancies indicated in the notification is tentative. IIIT Una reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIIT Una also reserves the right NOT to fill any of the post advertised.

12. Candidates shall have to produce all original documents and pdf of the complete downloaded signed application form, along with the Annexures A to K (as applicable) at the time of appearing in Written Test/ Trade Test/ Presentation / Interview. In the

absence of the same, candidature will not be considered for Written Test/ Trade Test / presentation / interview.

13. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of the same will not entitle the candidates to be called for interview/written test/trade test/skill test (as the case may be). 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 evidence. Institute also reserves the right to adopt any other additional shortlisting criteria over and above the advertised criteria to restrict the reasonable no. of candidates for participating further in the recruitment process.

14. The shortlisting Committee of the Institute may adopt shortlisting criteria to restrict the number of candidates to be called for interview/written test/trade test/skill test (as the case may be) to a reasonable number by one or more of the following methods:
    - On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
    - On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
    - By counting experience before and / or after the acquisition of essential qualifications.
    - Experience gained in relevant posts under Central / State Government / Central / State funded Educational Institutes / Govt. Universities.
    - Rejecting the incomplete applications.
    - By holding a Screening Test of qualifying nature only for shortlisting the candidates.
    - The Shortlisting Committee also reserves the right to adopt any other additional shortlisting criteria over and above the advertised criteria to restrict the number of candidates for the selection process.

15. Applications received through E-mail / offline mode / incomplete / not on prescribed format / without application fee will not be entertained/accepted.

16. 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". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.

17. All the communications with the Candidate will be on the email provided in the online application form, therefore, candidate should keep their email id provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id given or due to change in address etc.

18. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of selection process and reasons for not being called for selection process.

19. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in accessing of the information by the candidates in this regard. If there is any corrigendum/ addendum, it shall only be published on Institute' website only.

20. Applicants should send **two references** from persons intimately acquainted with their work and character. If the applicant is in employment then, preferably, references from the most recent employer as a referee may be provided.

21. The details regarding qualification/experiences, etc., have been approved by the Competent Authority of the Institute. The selection procedure will be governed by the statutes of the Institute.

22. No TA/DA shall be paid to the candidates attending the Written Test/Interview except PwD candidates and the applicants of Registrar who will be reimbursed up to AC Tier-III by the shortest route as per Institute norms.

23. Any dispute with regard to selection process will be subject to court/ tribunal having jurisdiction over Una/Himachal Pradesh.

24. The selection process will be held in Indian Institute of Information Technology, Una, Saloh, Una (HP) – 177 209.

25. The syllabus for written test (as applicable) and process of recruitment for the post of Registrar, AR, AEE, APEO is available on the website.

26. Candidates are advised to visit Institute website www.iiitu.ac.in periodically for updates regarding recruitment process.

REGISTRAR

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH
An Institute of National Importance under MoE
Saloh, Una – 177 209

Website: www.iiitu.ac.in

PROCESS OF RECRUITMENT

Post: Registrar

1. A Screening Committee shall be constituted to scrutinize applications and verify the minimum eligibility of candidates based on the information provided in the online application form and supporting documents uploaded at https://iiitunt.samarth.edu.in/.
2. Candidates found eligible by the Screening Committee shall be shortlisted and invited to appear for a presentation/interaction/interview.
3. The Screening Committee reserves the right to seek additional clarifications or documents from candidates, wherever required. In such cases, candidates shall be given an additional period of 48 hours to submit the requisite information through the https://iiitunt.samarth.edu.in/.
4. The decision of the Screening Committee regarding eligibility and shortlisting of candidates shall be final and binding.
5. All shortlisted candidates shall be required to report to IIIT Una at the designated venue with all original documents, including valid proof of identity, for verification by a Document Verification Committee.
6. No new documents, other than those already uploaded at https://iiitunt.samarth.edu.in/, shall be entertained at this stage. Failure to produce the original documents may result in disqualification from appearing for further process.
7. All candidates meeting the minimum eligibility criteria shall be invited to make a presentation and/or appear for an interaction before a duly constituted selection committee. In exceptional cases, and at the discretion of the Chairperson of the Selection Committee, candidates may be provisionally permitted to appear online for the presentation/interaction/interview, subject to subsequent verification of original documents by the Document Verification Committee.
   Such candidates shall be required to submit a declaration regarding the authenticity and genuineness of the documents prior to appearing online.
8. Candidates shortlisted for presentation/interaction/interview shall be evaluated by the duly constituted Selection Committee on the basis of their domain knowledge, suitability for the position, presentation skills, and overall aptitude.
9. Presentation:
   - Shortlisted Candidates are required to present a Power-point presentation (Max. 10 Slides).
   - Maximum time allowed to present the Power-point presentation shall be 10 minutes.
   - Contents of the Power-point presentation:
     • Role of Registrar in IIIT Una in the changing paradigm.
     • Your most important ten achievements in all your previous organizations you have worked for.
     • Why you think you are suitable for this position?
     • Your vision and plan to improve the functioning of IIIT Una.
     • Your plan to implement NEP in IIIT Una.

- What are your plans for your current organization that you think have not been implemented so far and reason for the same?
- What will be your approach towards financial management in IIIT Una?
- What have been your top three achievements clearly defining need identification and solution provided and results hereof?
- Your approach to handle big team and managing conflicts.

10. The Selection Committee shall recommend the most suitable candidate for appointment. The Committee reserves the right to:
    - prepare a waiting list; and/or
    - not recommend any candidate, if none is found suitable.
11. No interim correspondence or communication from candidates regarding the recruitment process shall be entertained.

Post: Assistant Registrar

1. A **Screening Committee** shall be constituted to verify the minimum eligibility of applicants based on the information furnished in the online application form and the supporting documents uploaded at https://iiitunt.samarth.edu.in/.
2. The Screening Committee reserves the right to seek additional clarifications/ documents from candidates, wherever required. Such candidates shall be provided an additional **48 hours** to submit the requisite information through the https://iiitunt.samarth.edu.in/.
3. The decision of the Screening Committee regarding eligibility and shortlisting shall be **final and binding**.
4. Candidates found eligible by the Screening Committee shall be shortlisted and invited to appear for a **written test**.
5. All shortlisted candidates shall be required to report to **IIIT Una** at the designated venue with all original documents (including valid identity proof) for verification by the **Document Verification Committee**.
   No new documents, other than those uploaded at https://iiitunt.samarth.edu.in/ *shall be entertained at this stage.* Failure to produce original documents may result in disqualification from appearing in the written test.
6. The written test shall consist of **100 objective-type questions** with a duration of **two hours**.
7. The test shall be based on the prescribed syllabus. There shall be **no negative marking**. Candidates may refer to the sample question paper available on the Institute website: www.iiitu.ac.in.
8. The written test shall be conducted at the **IIIT Una campus** on the date and time to be communicated to the eligible candidates.
9. Based on the performance in the written test, a **maximum of 10 candidates or higher in case of tie of marks**, in order of merit, shall be shortlisted for the **presentation /interview**.
10. Candidates shortlisted for the presentation/interview shall be evaluated by a duly constituted **Selection Committee** on the basis of their knowledge, suitability, presentation skills, and overall aptitude.
11. Presentation:
    - Shortlisted Candidates are required to present a Power-point presentation (Max. 07 Slides).
    - Maximum time allowed to present the Power-point presentation shall be 10 minutes.

- Contents of the Power-point presentation:
  - Why you are interested for this position?
  - Why do you think that you are suitable for this position based on your past experience and unique initiatives taken by you to streamline /improve the system, if any?
  - Vision for yourself for next 05 Years.

12. The Selection Committee shall recommend the most suitable candidate for appointment. The Committee reserves the right to:
  - Prepare a **waiting list**, and/or
  - Not recommend any candidate, if none is found suitable.

13. **No interim correspondence/communication from candidates regarding the recruitment process shall be entertained.**

Post: Assistant Physical Education Officer

1. A **Screening Committee** shall be constituted to verify the minimum eligibility of applicants based on the information furnished in the online application form and the supporting documents uploaded at https://iiitunt.samarth.edu.in/.
2. The Screening Committee reserves the right to seek additional clarifications/documents from candidates, wherever required. Such candidates shall be provided an additional **48 hours** to submit the requisite information through the https://iiitunt.samarth.edu.in/.
3. The decision of the Screening Committee regarding eligibility and shortlisting shall be **final and binding**.
4. Candidates found eligible by the Screening Committee shall be shortlisted and invited to appear for a **Physical Fitness Test** which shall be of qualifying nature.
5. All shortlisted candidates shall be required to report to **IIIT Una** at the designated venue with all original documents (including valid identity proof) for verification by the **Document Verification Committee**.
   No new documents, other than those uploaded at https://iiitunt.samarth.edu.in/ *shall be entertained at this stage.* Failure to produce original documents may result in disqualification from further stages of the recruitment process.
6. All candidates called for the **Physical Fitness Test** shall be assessed on the ground by a duly constituted selection committee. The test shall be of a **qualifying nature only**. The minimum qualifying parameters for physical fitness are as follows:
   a) All candidates are required to produce a medical certificate certifying that he/she is medically fit before undertaking physical fitness test.
   b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 years	Upto 40 years	Upto 45 years	Above 45 years
1800 meters	1500 meters	1200 meters	800 meters

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 years	Upto 40 years	Upto 45 years	Above 45 years
1000 meters	800 meters	600 meters	400 meters

7. Only those candidates who qualify the **Physical Fitness Test** shall be invited to appear for a **written test**.
8. The written test shall consist of **100 objective-type questions** with a duration of **two hours**.
9. The test shall be based on the prescribed syllabus. There shall be **no negative marking**. Candidates may refer to the sample question paper available on the Institute website: www.iiitu.ac.in.
10. The written test shall be conducted at the **IIIT Una campus** on the date and time to be communicated to the eligible candidates.
11. Based on the performance in the written test, a **maximum of 10 candidates**, in order of merit, shall be shortlisted for the **presentation/interview** stage.
12. Candidates shortlisted for the presentation/interview shall be evaluated by a duly constituted **Selection Committee** on the basis of their knowledge, suitability, presentation skills, and overall aptitude.
13. Presentation:
    - Shortlisted Candidates are required to present a Power-point presentation (Max. 07 Slides).
    - Maximum time allowed to present the Power-point presentation shall be 10 minutes.
    - Contents of the Power-point presentation:
      - Why you are interested for this position?
      - Why do you think that you are suitable for this position based on your past experience and unique initiatives taken by you to streamline /improve the system, if any?
      - Vision for yourself and institute sports environment for next 05 Years.

14. The Selection Committee shall recommend the most suitable candidate for appointment. The Committee reserves the right to:
    - Prepare a **waiting list**, and/or
    - Not recommend any candidate, if none is found suitable.

15. **No interim correspondence/communication from candidates regarding the recruitment process shall be entertained.**

Post: Assistant Executive Engineer

1. A **Screening Committee** shall be constituted to verify the minimum eligibility of applicants based on the information furnished in the online application form and the supporting documents uploaded at https://iiitunt.samarth.edu.in/.
2. The Screening Committee reserves the right to seek additional clarifications/ documents from candidates, wherever required. Such candidates shall be provided an additional **48 hours** to submit the requisite information through the https://iiitunt.samarth.edu.in/.

3. The decision of the Screening Committee regarding eligibility and shortlisting shall be **final and binding**.
4. Candidates found eligible by the Screening Committee shall be shortlisted and invited to appear for a **written test**.
5. All shortlisted candidates shall be required to report to **IIIT Una** at the designated venue with all original documents (including valid identity proof) for verification by the **Document Verification Committee**.
   No new documents, other than those uploaded at https://iiitunt.samarth.edu.in/, *shall be entertained at this stage.* Failure to produce original documents may result in disqualification from appearing in the written test.
6. The written test shall consist of **100 objective-type questions** with a duration of **two hours**.
7. The test shall be based on the prescribed syllabus. There shall be **no negative marking**. Candidates may refer to the sample question paper available on the Institute website: www.iiitu.ac.in.
8. The written test shall be conducted at the **IIIT Una campus** on the date and time to be communicated to the eligible candidates.
9. Based on the performance in the written test, a **maximum of 10 candidates or higher in case of tie of marks**, in order of merit, shall be shortlisted for the **presentation /interview** stage.
10. Candidates shortlisted for the presentation/interview shall be evaluated by a duly constituted **Selection Committee** on the basis of their knowledge, suitability, presentation skills, and overall aptitude.
11. Presentation:
    - Shortlisted Candidates are required to present a Power-point presentation (Max. 07 Slides).
    - Maximum time allowed to present the Power-point presentation shall be 10 minutes.
    - Contents of the Power-point presentation:
      - Why you are interested for this position?
      - Why do you think that you are suitable for this position based on your past experience and unique initiatives taken by you to streamline /improve the system, if any?
      - Vision for yourself for next 05 Years.

12. The Selection Committee shall recommend the most suitable candidate for appointment. The Committee reserves the right to:
    - Prepare a **waiting list**, and/or
    - Not recommend any candidate, if none is found suitable.

No interim correspondence/communication from candidates regarding the recruitment process shall be entertained.

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Syllabus for the written test of Assistant Registrar

1) ACADEMIC ADMINISTRATION (WITH SPECIAL REFERENCE TO IIIT UNA)

(i) Acts and Statutes

(ii) Role and Functions of IIIT Statutory Bodies (Board of Governors, Finance Committee, Building & Works Committee and Senate).

(iii) Questions based on publicly available details on Websites of the Institute w.r.t.
  - Departments, Academic programs, Degrees, campus life and student activities.
  - Ordinances & Regulations of the various academic programmes of the institute
  - Sarthak-Social Responsibility Cell
  - Student Clubs, Student affairs related
  - Administrative Rules & Policies of the Institute, etc…

(iv) MoE, Regulatory Bodies on Higher Education, RTE implications

(v) Basic concepts of Management (Planning, Organizing and Controlling, Motivation, Works and method study)

2) SERVICE RULES

(i) FR & SR

(ii) CCS Conduct Rules, Disciplinary Proceedings, Vigilance

(iii) CCS (CCA) Rules

(iv) Foreign Service, Deputation & Lien

(v) TA Rules and LTC

(vi) Leave Rules

(vii) Gratuity and Terminal Benefits

(viii) Reservations and Concessions for SC, ST, OBC, PwD, EWS, Roster, etc.

(ix) CCS pension Rules

(x) New Pension Scheme

(xi) Office Procedures

(xii) Salient features and Pay-fixation under 7th CPC, Seniority

(xiii) Foreign Service, Deputation, Lien of Faculty/Staff

(xiv) Legal matters

(xv) Joining Time

(xvi) Other service matters, etc.

3) GOVERNMENT ACTS RELEVANT TO ADMINISTRATION

(i) The Right to Information Act, 2005

(ii) Anti-Ragging Act

(iii) Labour and Contract Management

(iv) Trans-gender, Maternity Acts

(v) Internal Complaints

(vi) Any other

4) E-MANAGEMENT SYSTEM
(i) Office Automation and ERP/OAS implementation in an academic system
(ii) Biometric attendance system
(iii) e-Office, e-Governance
(iv) Digitization Process (Certificates, old records)
(v) Knowledge on IT Act

5) RULES RELEVANT TO FINANCE, PROCUREMENT AND AUDIT
(i) GFR 2017 and amendments, e-Procurement and e-Marketplace (GeM)
(ii) Contract Management, Inventory Management, Procurement Manuals, Import of Goods.
(iii) HEFA and PFMS
(iv) Budgeting
(v) Income Tax Rules with focus on Salary Income, e-TDS
(vi) Goods and Service Tax rules
(vii) Financial Management of an Academic Institute, Financial Statements for Central Autonomous Bodies and Higher Educational Institutions.
(viii) Accounting of Grant-In-Aid,
(ix) Internal Audit Procedures Role and Functions of CAG etc.,
(x) R&D Project Proposals, Sanctions, issuance of UC, etc.

6) ACADEMICS (WITH SPECIAL REFERENCE TO IIIT UNA, PUBLICALLY AVAILABLE ON INSTITUTE WEBSITE)
(i) Admission and Registration procedure in the institute
(ii) Grade point system, CGPA/GPA, Credit system
(iii) Scholarships, etc.

7) GENERAL KNOWLEDGE, REASONING, ENGLISH
(i) **English Language and Comprehension:** English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Verbal Analogy & Critical Reasoning, Vocabulary, Letter and Notice Writing, etc.
(ii) **Mathematics & Numerical Ability, Reasoning:** Arithmetic, Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation, Relationship, etc.
(iii) **General Awareness and Current Affairs:** Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution, etc.
(iv) **Computer Proficiency:** Knowledge of MS Windows, MS Office, Internet, E-mail, system, etc.

8) GENERAL
(i) Behavioral, Attitude & psychometric test
(ii) Ranking frame works
(iii) Raj Bhasha (Hindi) related.
(iv) Parliamentary Procedures;
(v) Record Management;
(vi) Public Administration

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH
An Institute of National Importance under MoE
Saloh, Una – 177 209

Website: www.iiitu.ac.in

Syllabus for Written Test for the Post of Assistant Executive Engineer*

Sr. No.	Topics
1	Knowledge of IIIT Act and Statues and amendments issued from time to time, Basic knowledge of relevant General Financial Rules and RTI Act.
2	Analysis rates, Estimating of quantities of materials, Specifications (DSR, CSR etc.), Specifications for roads and bridges, Measurement of work methods, Project estimate and public works accounts, Contracts and measurement book, Knowledge of e-tendering for construction and maintenance activities, Arbitration and valuation, Quality assurance/quality control, Health and safety measures, Capacity building, PERT and CPM, Construction equipment and machinery, Knowledge of latest surveying and levelling equipment and techniques, Building bye laws. Estimation of water demand, Drinking water Standards, Water Treatment Plants, Water distribution networks. Planning and design of domestic waste water, sewage collection and disposal, Plumbing System. Components and layout of sewerage system, Planning & design of Domestic Waste-water disposal system, Sludge management including treatment, disposal and re-use of treated effluents, Industrial waste waters and Effluent Treatment Plants including institutional and industrial sewage management. Reinforced concrete and steel design, Vetting of structural design, Knowledge of relevant Indian Standard Codes of Practice, Testing of concrete for fresh and hardened properties, Basics of concrete mix design, Non-destructive testing of concrete, Knowledge of special concretes, Maintenance of buildings and roads.
3	Basic concepts of bending moment and shear force, Simple stress and strain, Simple bending theory, Flexural and shear stresses, Shear center, Buckling of columns, combined and direct bending stresses. Origin of soils, Soil classification, Three-phase system, Fundamental definitions, Relationship and interrelationships, Permeability & seepage, Effective stress principle, Consolidation, Compaction, Shear strength. Sub-surface investigations- penetration tests, plate load tests, Foundation types-foundation design requirements, Shallow foundations-bearing capacity, effect of water table and other factors, stress distribution, settlement analysis in sands and clays. Introduction to brick masonry, Stone masonry, Walls, Damp proofing, Arches and lintels, Doors and windows, Stairs and staircases, Plastering and pointing, White washing, Distempering and painting, Scaffolding
4	General Aptitude Verbal and numerical ability.

*With Civil Engineering discipline

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Syllabus for the written test of Assistant Physical Education Officer

SECTION I

1. International sports events – Olympics games, Asian Games, Commonwealth games and other sports events.
2. Prominent honours and awards in games and sports.
3. Basic structure and function of Physical education and organization of sports competition, Scheduling various leagues and tournament methods.
4. Rules and regulations - Athletics, Badminton, Basketball, Cricket, Football, Hockey, Table Tennis, Tennis, Squash, Swimming, Volleyball, Yoga, Wt. Lifting and Body Building. Fundamental skills, officiating, assessment/evaluation tests, and dimension/marking of these sports fields/courts.

SECTION II

5. Exercise physiology and its importance in the field of physical education and sports.
6. Cardio respiratory system, skeleton system, circulatory system, digestive system, muscular system and effect of exercise on these systems.
7. Sports Injuries and their remedies, warming up and cooling down, Aerobic and anaerobic systems.
8. Body joints and their movements. Body levers used in sports movements.
9. Testing of physiological phenomenon- Heart rate, pulse rate & body temperature.
10. Motivation in sports- types, theories and dynamics.
11. Psychological factors affecting sports performance- emotions, anxiety aggression, stress self-confidence, concentration, mental practice and goal setting.

SECTION III

12. Motion: its laws and their application in sports.
13. Balance Diet and combination of exercise & dieting on weight control.
14. Sports training, training load and overload.
15. Periodization in sports training and sports training cycles.
16. Physical fitness assessment tests.
17. Fitness components - strength, endurance, speed, flexibility and coordinative abilities.

SECTION IV

18. Sports store management, Stock-taking/stock verification, AMC of equipment.
19. Disciplinary Procedures: CCS(Conduct) Rules, CCS(CCA) Rules, Procedure for disciplinary actions. Essential steps for handling disciplinary cases. CVC Guidelines.
20. Purchasing: Purchasing Principles GFR-2017.Various purchasing Systems etc. GeM Rules and Central Public Procurement Portal. Preparation of Budget. Legal aspects of Purchasing. Procurement of Goods, Services and Works. Payment procedure etc. PFMS. CVC Guidelines of Procurement. Functions of CAG Audit in Procurement.
21. Store Management: Contract Management, Inventory Management, Bill of Materials. Stores Accounting. Stock-taking/stock verification, Valuation of stock in hand.
22. Office management, application/letter, note and invitation writing and official correspondence.

SECTION V

23. General English, General Knowledge and Awareness.
24. Mathematical and logical reasoning.
25. Basic Knowledge of computer and information technology.

Annexure – A
Details of Academic Qualifications

Sr. No.	Copy of certificates	PDF*
1.	PhD Degree Certificate	Single
2.	PG Degree Certificate	Single
3.	PG Transcript or all semester Grade Cards	
4.	UG Degree Certificate	Single
5.	UG Transcript or all semester Grade Cards	
6.	Twelfth (+2) Mark Statement	Single
7.	Tenth (10) Mark Statement	Single
8.	Application with prescribed format	Single

*: Refer to naming conventions in Instructions to candidates.

Note: i) Please keep the above certificate/documents scanned and stored in pdf before commencing the online filling of application.

Annexure – B
Details of Experience

The Experience Certificate from each Institute/organization be scanned and kept ready in pdf, before commencing the filling up of application.

Annexure – C
Details of Administrative Experience

The administrative Experience Certificates be scanned and kept ready in pdf, before commencing the filling up of application.

Annexure – D

(SC/ST Certificate)

1. This is to certify that Shri/ Shri mati/ Kumari* _____ son/daughter*
   of_____ of Village/Town *_____
   District/Division* _____ of State/Union Territory* _____ belongs to
   the _____ Scheduled Caste / Scheduled Tribe* under :-

   *The Constitution (Scheduled Castes) Order, 1950
   *The Constitution (Scheduled Tribes) Order, 1950
   The Constitution (Scheduled Castes) (Union Territories) Order, 1951
   *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

   [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Ac t, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

   * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
   * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
   * **The Constitution (Dadara and Nagar Haveli) Schedule Castes Order, 1962;**
   * The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;
   * The Constitution (Pondicherry) Scheduled Castes Order, 1964;
   * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
   * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
   * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
   * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
   * The Constitution (Sikkim) Scheduled Castes Order, 1978;
   * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
   * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
   * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
   * The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
   * The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. # This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati*
   _____ father/mother* of Shri /Shrimati /Kumari* _____ of Village/Town*
   _____ in District/Division* _____ of the State State/Union Territory*
   _____ who belong to the Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe*
   in the State / Union Territory* _____issued by the _____ dated _____.

3. Shri/ Shrimati/ Kumari *_____and / or* his / her* family ordinarily reside(s)** in Village/Town*
   _____of_____District/Division* of the State Union Territory* of _____

<div align="right">

Signature: _____

Designation: _____
(with seal of the Office)

State/Union Territory* _____

</div>

Place: _____

Date: _____

* Please delete the word(s) which are not applicable.
# Applicable in the case of SC/ST Persons who have migrated from another State/UT. IMPORTANT NOTES

The term **"ordinarily reside(s)**"** used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family norm ally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
6. Certificate issued by any other authority will be rejected

Annexure - E
OBC/NCL Certificate
To be issued on or after 01, January 2023

This is to certify that Shri/Smt./Kum*_____Son/Daughter* of Shri/Smt.* _____ of Village/ Town _____District/Division* _____ in the State/Union Territory _____ belongs to the _____ community that is recognized as a backward class under Government of India**, Ministry of Social Justice and Empowerment's Resolution No. _____ _____ dated _____***.

Shri/Smt./Kum. _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the_____State/Union Territory. This is also to certify that **he/she does NOT belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014.

District Magistrate /

Deputy Commissioner /

Any other Competent Authority

Dated:

Seal _____

*   **Please delete the word(s) which are not applicable.**

**   **As listed in the Annexure (for FORM-OBC-NCL)**

*** **The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.**

NOTE:

a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b) The authorities competent to issue Caste Certificates are indicated below:

   (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

   (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

   (iii) Revenue Officer not below the rank of Tehsildar' and

   (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No. 12011/68/93-BCC(C)	13.09.1993
2	No. 12011/9/94-BCC	19.10.1994
3	No. 12011/7/95-BCC	24.05.1995
4	No. 12011/96/94-BCC	09.03.1996
5	No. 12011/44/96-BCC	11.12.1996
6	No. 12011/13/97-BCC	03.12.1997
7	No. 12011/99/94-BCC	11.12.1997
8	No. 12011/68/98-BCC	27.10.1999
9	No. 12011/88/98-BCC	06.12.1999
10	No. 12011/36/99-BCC	04.04.2000
11	No. 12011/44/99-BCC	21.09.2000
12	No. 12015/9/2000-BCC	06.09.2001
13	No. 12011/1/2001-BCC	19.06.2003
14	No. 12011/4/2002-BCC	13.01.2004
15	No. 12011/9/2004-BCC	16.01.2006
16	No. 12011/14/2004-BCC	12.03.2007
17	No. 12011/16/2007-BCC	12.10.2007
18	No. 12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No. 12015/15/2008-BCC	16.06.2011
21	No. 12015/13/2010-BC-II	08.12.2011
22	No. 12015/5/2011-BC-II	17.02.2014

Declaration / undertaking - for OBC Candidates only

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2023.

Place: **Signature of the Candidate***

Date:

Note: *Declaration/undertaking not signed by Candidate will be rejected
The declaration has to be scanned in pdf and merged with the scanned copy of Annexure-E and kept ready for uploading.

Annexure – F

Government of …………………
(Name & address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY

ECONOMICALLY WEAKER SECTIONS

Certificate No. _____   Date: _____

Valid for the Year _____

1. This is to certify that Shri./Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/ Street _____Post Office _____District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year _____. His/ her family does not own or possess any of the following assets***.
   I.   5 acres of agricultural land and above.
   II.   Residential flat of 1000 sq. ft. and above.
   III.   Residential plot of 100 sq. yards and above in notified municipalities.
   IV.   Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri./Smt./ Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

<div style="text-align:right">

Signature with Seal of Office   : _____
Name   : _____
Designation   : _____

</div>

Recent PP Size Attested Photograph (Showing face only) of the person with disability

_____

* Note 1:   Income covered all sources, i.e., salary, agriculture, business, profession, etc.

** Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure – G
(Disability Certificate)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____ Date:_____

This is to Certify that I have carefully examined Shri./Smt./Kum. _____
son/ wife/ daughter of Shri _____
Date of Birth (DD/MM/YY) _____ Age _____years, male/female _____

Registration No. _____ Permanent resident of House No. _____ Ward/Village/Street
_____ Post Office _____ District
_____State _____,
whose photograph is affixed above, and am satisfied that he/she is a case of disability.

1. His/her extent of percentage of physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

    @ - e.g. Left/Right/both arms/legs

    # - e.g. Single eye/both eyes

    £ - e.g. Left/Right/both ears

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:
   a. not necessary

<div align="center">Or</div>

   b. is recommended/after＿＿years＿＿＿＿months, and therefore this certificate shall be valid till ＿＿＿＿ (DD/MM/YY)

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/ thumb impression of the person in whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

Annexure-H

CERTIFICATE FROM THE PRESENT EMPLOYER, IF APPLICABLE

The application for the post of _____ at IIIT Una submitted by Prof. / Dr./Mr./Ms. _____ who is presently working as _____ in this Institute/ Organization _____ in the Department/Section of_____is forwarded and recommended for consideration.

In case of selection for employment at IIIT Una Prof./Dr./Mr./Ms._____ will be relieved from the present position with _____ month/day notice period.

Place :

Date :

(Signature and stamp of the Head of the organization)

Annexure-I

Any Govt. identity proof
(Election I-Card/ UID Aadhar Card/ PAN etc.)

Other Annexures

Annexure-J

Other Information
- Award/Honor
- Membership/Fellowship in any Professional Society
- Special Training /Proficiency
- Other (Relevant to the post of application)

Copy of uploaded document has to be attached with hard copy.

Annexure-K

Fee Payment Proof