



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SURAT

(An Institute of National Importance under Act of Parliament)

Kholvad Campus, Kamrej, Surat – 394190, Gujarat, India.

Email id: [recruit@iiitsurat.ac.in](mailto:recruit@iiitsurat.ac.in)

Telephone No. 02621-298060

No. IIITS/RNF/2025-26/01

Date: 15/09/2025

## **ADVERTISEMENT FOR THE RECRUITMENT OF NON-TEACHING POSITIONS**

### **Important Instructions:**

- ***Application is to be filled in a prescribed format only.***
- ***Application along with required documents is to be submitted in the Google form. Further, Hard Copy of the duly signed application, along with all the required documents, is to be submitted to IIIT-Surat via Speed Post, Courier, Register AD only.***
- ***Eligibility will be determined based on the hard copy submitted in the prescribed format.***
- ***Submission of both Google Form and along with the Hard Copy is Mandatory; failing which, the application will not be considered.***

Indian Institute of Information Technology, Surat (IIIT-Surat) is an Institute of National Importance by an Act of Parliament under public-private-partnership (PPP) model of Ministry of Education, Government of India. The Institute is setup by the MoE, Government of India, and Government of Gujarat along with industry partners Gujarat Narmada Valley Fertilizer and Chemicals (GNFC), Gujarat Informatics Limited (GIL) and Gujarat Gas Ltd.

The Institute is offering UG, PG and Ph.D. Programmes in Engineering & Technology. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater to the Institute's requirement. The Institute invites applications for the following Non-teaching positions on direct recruitment in various departments/sections of the Institute:

Si. No	Name of the Post (s) & Specialization/ Relevant Field	Pay Level (As per 7 <sup>th</sup> CPC)	No of Vacant Post					Total	Upper Age Limit
			UR	OBC-NCL	SC	ST	EWS		
1.	Deputy Registrar (A/Cs)	Level - 12	01	-	-	-	-	01	50
2.	Library Information Assistant	Level - 6	01	-	-	-	-	01	30
3.	Junior Engineer (Civil/Architect)	Level – 6	01	-	-	-	-	01	35
4.	Junior Assistant (Office)	Level – 3	01	-	-	-	-	01	35
5.	Junior Assistant (Lab)	Level – 3	02	02	-	-	-	04	35

**Note:**

- The salary includes pay in the pay level as per 7<sup>th</sup> CPC, HRA, Dearness Allowance, Transport Allowance, DA on TA, Child Care Allowance, and NPS-Employer's Contribution as per GoI/Institute Rules from time to time.
- Preference shall be given to Person with Disability (PwD) candidates if otherwise found suitable.

For further details on submission of applications for the above posts, please visit Institute's Website: [www.iiitsurat.ac.in](http://www.iiitsurat.ac.in)

Download the application form available on website and send duly signed along with self-attested documents Viz, relevant testimonials, certificates, payment receipts etc. by speed post, courier, Register AD only. Super scribe envelope as "Application for the post of \_\_\_\_\_" in below given address:

**The Director,  
Indian Institute of Information Technology Surat  
Kholvad Campus, Kamrej, Surat – 394190, Gujarat, India.**

**The last date for receipt of the hard copy of the application is 14/10/2025 05.00 PM IST. No extension of time shall be provided for submission of the applications.**

The Google form link provided below is to be filled by the applicant, along with the attached application and necessary documents:

**Link:** <https://forms.gle/J3RxdHp8Q8N9PnM49>

**Note:**

- *Submission of both Google Form and along with the Hard Copy is **Mandatory**; failing which, the application will not be considered.*
- Any corrigendum, change, or update related to this recruitment will be published only on the Institute website. viz. [www.iiitsurat.ac.in](http://www.iiitsurat.ac.in)

Place: Surat, Gujarat

Date: 15/09/2025

**Director**

➤ **Essential/Desirable Qualification, Age and Experience:**

The essential/Desirable qualification, age and experience for the above posts are as given below. The applicants are advised to refer the same before filling the application form.

**1. Name of the Post: Deputy Registrar (A/Cs)**

Classification	Group –A
Scale of pay	Level 12 of 7 <sup>th</sup> CPC (Rs. 78,800 – Rs. 2,09,200)
Age Limit	Not exceeding 50 years
Essential Qualifications & Experience	Master's degree in relevant discipline with minimum 55% marks <b>or</b> equivalent CGPA with relevant experience of at least 5 years as Assistant Registrar or in a post in PB-3 with GP of Rs. 5400 and above or equivalent administrative position in one or more of the following areas: Administrative matters including legal, recruitment, establishment/Academic matters such as conduct of examination, maintenance of students records, award of scholarship, degree etc./Material Management; Accounting, Auditing and Financial procedures, Procurement & Accounting of Material, Import Procedure, Stores Accounting, Stock Verification etc..
Desirable Qualification and Experience	Demonstrated ability to supervise administrative and accounting related tasks. Working experience and knowledge of accounting procedure of Technical Institutes/Universities/IITs/NITs/IISERs/UGC etc. and similar Institutes established by Central Government. Additional Degree in the Finance/Accounts.
Period of probation for direct recruits.	2 years

**2. Name of the Post: Library Information Assistant**

Classification	Group – B
Scale of pay	Level – 6 of 7 <sup>th</sup> CPC (Rs. 35,400 – Rs. 1,12,400)
Age Limit	30 years
Essential Qualifications & Experience	B. Lib. or B. Lib. Info. Sc. or equivalent degree with at least 55% of marks or its equivalent CGPA grading with at least 5 years of experience in a library/Computerization of library after the qualifying degree.
Desirable Qualification and Experience	Master degree in Library/Information Science or equivalent, the normal duration of Master's programs would be counted towards experience.
Period of probation for direct recruits	2 years

**3. Name of the Post: Junior Engineer (Civil/Architect)**

Classification	Group – B
Scale of pay	Level – 6 of 7 <sup>th</sup> CPC (Rs. 35,400 – Rs. 1,12,400)
Age Limit	35 years
Essential Qualifications & Experience	Bachelor's Degree in Engineering in civil/architect branch with at least 60% marks or equivalent CGPA from a recognized University/ Institution with 5 years of relevant experience; <b>or</b> Three-year Diploma in Engineering in relevant branch with 60% marks or equivalent CGPA from a recognized University / Institution with 8 years of relevant experience.
Period of probation for direct recruits	2 years

**4. Name of the Post: Junior Assistant (Office)**

Classification	Group – C
Scale of pay	Level – 3 of 7 <sup>th</sup> CPC (Rs. 21,700 – Rs. 69,100)
Age Limit	35 years
Essential Qualifications & Experience	1) Bachelor's degree in science/commerce/ Engineering with at least 50% in aggregate or equivalent CGPA from a recognized university/Institute. (2) Minimum of 2 years of relevant experience of working in the offices of government/semi-government/private organization/Institute/University on regular/temporary basis. (3) Proficiency in computer office applications like MS word, MS excel etc., Computer typing skill of 35 wpm.
Period of probation for direct recruits	2 years

**5. Name of the Post: Junior Assistant (Labs)**

Classification	Group – C
Scale of pay	Level – 3 of 7 <sup>th</sup> CPC (Rs. 21,700 – Rs. 69,100)
Age Limit	35 years
Essential Qualifications & Experience	(1) Bachelor's Degree in Engineering/Diploma in Engineering of three years duration in appropriate field from recognized university/institute with not less than 55% in aggregate or equivalent CGPA.  (2) Minimum of 3 years of relevant experience in a recognized Institute/University on regular/temporary basis.
Desirable Qualifications & Experience	B.E. in computer science and engineering/ Electronics and communication engineering. Knowledge of Computer applications and advanced electronic instruments in the laboratory is essential.
Period of probation for direct recruits	2 years

➤ **Age limit and applicable Relaxation:**

- The maximum age limit will be considered on the last date of submission of application form.
- The age relaxation of 05 years for SC/ST candidates and 03 years of OBC-NCL candidates with additional 10 years' age relaxation to persons with disabilities will be given in accordance with the Government of India Rules.
- Relaxation in upper age limit for those candidates, who are in Central Government, Ex-Servicemen, shall be admissible as per the Government of India rules.
- No relaxation in qualification and experience will be allowed under any circumstances.
- No relaxation would be applicable to other candidates applying for Unreserved (UR) vacancies.
- Only the date of birth as indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted.
- The applicants seeking the reservation benefit must produce the category certificate in the format prescribed by the Government of India.
- The OBC candidate applying for the post must produce Non-Creamy Layer certificate issued on or after **01/04/2025**.
- **Cast Validity Certificate** for SC/ST/OBC-NCL candidates belonging to the State of Maharashtra.
- SC/ST/PwD Certificates (wherever applicable) in prescribed pro-forma of **Central Government Only**.

➤ **General Instructions:**

- All the post notified are probationary period of 2 years from the date of joining is applicable.
- The number of vacancies indicated in the notification is tentative. IIIT Surat reserved the right to increase or decrease the number of advertised posts at the time of selection. Further, IIIT Surat reserves the right not to fill any of the post advertised.
- The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
- The applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. If it is found at any time in future, that during the process of selection or even after appointment the applicant was not eligible as per the prescribed Recruitment rules which could not be detected at the time of selection for whatever reason; his/her candidature/appointment shall be liable to be cancelled / terminated immediately.
- Applicants are advised to apply and submit separate applications against each post in the prescribed manner and pay the processing fee separately.
- Applicants are advised to mention their correct and active email ID in the application, as all the correspondences like issuance of call letter or any other information will be communicated through email only.
- The person employed on regular employment in Government and Semi-Government organization, the public sector, autonomous bodies of Government of India, or State Government must apply through the PROPER CHANNEL. In such case, the candidates are advised to send an advance copy so as to reach before the stipulated time limit. In

such cases, the applicants are required to bring a **NO OBJECTION CERTIFICATE (NOC)** from his/her employer at the time of appearing interview.

- Eligibility in terms of age, qualification and experience of a candidate for the post applied shall be considered as on the **last date of closing of application form**.
- **The applicants are required to pay below given application processing fee:**

Group A, Sl. No. 1			
UR/OBC/EWS Category	Rs. 1500/-	SC/ST/PwDs/Female	NIL
Group B & C, Sl. No. 2,3,4,5			
UR/OBC/EWS Category	Rs. 1000/-	SC/ST/PwDs/Female	NIL

- The fees shall be paid through NEFT or UPI to the bank account given below:

Account Number	36972394854
IFSC Code	SBIN0005149
Account Name	IIIT Surat
Bank Name & Branch	State Bank of India, Kamrej Char Rasta Branch
UPI ID	informationtechnologygj05@sbi

- The UTR number and date of transaction must be entered in the application form. A copy of the bank payment receipt should also be attached with the application form. The application fee is non-refundable, and no other mode of payment will be accepted.
- The period of experience rendered by a candidate on part-time basis/daily wages or as visiting / guest will not be counted while calculating the valid experience for shortlisting the candidates.
- The experience certificate should be in proper format viz, it should be on the organizations' letter head, bearing the date of issue, specific period of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority.
- Applications submitted without self-attested copies of the relevant certificate(s)/document(s) will be summarily rejected. The details provided in the application will be considered final, and no requests for modification will be entertained. The applicant shall be solely responsible for the accuracy and completeness of the information furnished in the application form
- No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for test/interview as applicable.
- No TA/DA or lodging/boarding expenses will be provided to candidates appearing for the written test/interview.
- Canvassing in any form or bringing in any influence political or otherwise will be a disqualification for the post.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. For any query related to submission of application, applicant may send email on [recruit@iiitsurat.ac.in](mailto:recruit@iiitsurat.ac.in) . However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.

➤ **Submission of Documents/ Certificates:**

The **Self Attested copies** of the following documents are required to be attached with the application form failing which the application shall not be evaluated and shall stand summarily rejected:

- I. The hard copy of prescribed application form duly signed on all pages,
- II. Recent Passport Size Photo in application form,
- III. Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating date of birth,
- IV. Higher Secondary / Class XII (or equivalent) Board Certificate and Mark-Sheets,
- V. UG / PG Degree / ITI / Diploma certificate (whichever is applicable) along with mark-sheets pertaining to all the academic years,
- VI. SC/ST certificate issued by the competent authority,
- VII. No Objection Certificate issued from the existing employer, if applicable,
- VIII. Experience certificate (s)
- IX. Divyaang (PwD) applicants shall be required to produce the disability certificate,
- X. Ex-Serviceman applicants shall be required to submit the certificate,
- XI. EWS and OBC-NCL Certificate issued in the current FY only as per Central Government Format.
- XII. Photo Identity card (Such as Aadhar Card / Passport / Driving License / Voter ID Card),
- XIII. Any other relevant documents in support of the entries filled in the application form.
- XIV. Payment receipt.

- The Institute will not be responsible for any postal delay in receipt of hard copy of completed application form. The application received after the due date will not be considered and candidature of such candidate will be rejected.
- No disciplinary / vigilance case should be pending against the applicants working in any Govt./ Semi. Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.
- No enquiry/ queries related to recruitment process shall be entertained till the completion of the process.
- Any guidelines/ instruction received from Ministry of Education during recruitment process will be strictly adhered.
- Legal disputes, if any, with Indian Institute of Information Technology, Surat will be restricted within the Jurisdiction of Surat only.
- The procedure for selection/ examination pattern / syllabus / schedule of examination etc. will be intimated in due course of time and will be uploaded on the Institute website.
- **Applicants are advised to visit the Institute website regularly for all updates. The Institute will not be responsible in any manner, if a candidate fails to visit/ access the Institute website.**

**Director  
IIIT-Surat**

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