

PDPM
Indian Institute of Information Technology,
Design & Manufacturing, Jabalpur
(An Institute of National Importance established by an act of Parliament, under MHRD, Govt. of India)
Dumna Airport Road, PO: Khamaria, Jabalpur-482005(MP)INDIA

Advertisement No. 03/2019

Dated 19/06/2019

PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, an Institute of national importance established by an act of Parliament invites online applications from suitable Indian nationals for appointment on the following non-teaching posts.

Sl. No.	Name of the post	Group	No. of vacancies						Pay scale (as per 7 th CPC)
			SC	ST	OBC	EWS	UR	Total	
1.	Deputy Registrar	Group 'A'	00	00	00	00	01	01	Level-12 (Rs 78800-209200)
2.	Senior Technical Officer(CSE/IT)	Group 'A'	00	00	00	00	01	01	Level-12 (Rs 78800-209200)
3.	Technical Officer (CSE/IT- 01, Design - 01)	Group 'A'	00	00	01	00	01	02	Level-10 (Rs 56100-177500)
4.	Medical Officer (on contract)	Group 'A'	00	00	00	00	01	01*	Level-10 (Rs 56100-177500)
5.	Placement cum Public Relations Officer (Assistant Registrar)	Group 'A'	00	00	00	00	01	01	Level-10 (Rs 56100-177500)
6.	Assistant Registrar	Group 'A'	00	00	00	00	01	01	Level-10 (Rs 56100-177500)
7.	Junior Superintendent	Group 'B'	00	00	01	00	01	02	Level-6 (Rs 35400-112400)
8.	Junior Engineer (Civil - 02, Electrical -02)	Group 'B'	01	00	00	00	03	04	Level-6 (Rs 35400-112400)
9.	Staff Nurse (on contract) (01 Male + 01 Female)	Group 'B'	00	00	00	00	02	02*	Level-6 (Rs 35400-112400)
10.	Junior Assistant	Group 'C'	00	00	02	01	03	06	Level-3 (Rs 21700-69100)
11.	Junior Assistant (Horticulture)	Group 'C'	00	00	00	00	01	01	Level-3 (Rs 21700-69100)
12.	Junior Technician	Group 'C'	03	00	00	01	05	09	Level-3 (Rs 21700-69100)
TOTAL			04	00	04	02	21	31	

*Posts are on contract initially for a period of 03 years and on satisfactory completion of the term extendable by another 02 years on recommendations of committee duly constituted.

NOTE:- People with disabilities(PWD's)i.e. [VH-Visually handicapped(low vision)];[OH-Orthopedically handicapped OL-One leg;OA-One Arm; BL-Both legs; OLA-One leg one Arm; BLOA-Both leg and One arm] and HH-Hearing handicapped will be given reservation against identified posts.

Age limit and other qualifications required for direct recruitment

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

Sl.No	Name of the Post	Upper Age limit	Educational and other qualification
1.	Deputy Registrar	55 years	A Postgraduate degree with atleast 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 Organisations/Organisation of high repute.

Sl.No	Name of the Post	Upper Age limit	Educational and other qualification
2.	Senior Technical Officer(CSE/IT)	50 years	<p>First class ME/M.Tech. in Computer Science and Engineering/IT with 05 years of experience.</p> <p>OR</p> <p>First Class BE/B.Tech/MSc in Computer Science and Engineering/IT or First class MCA with 08 years experience at the level of Technical Officer with GP Rs 5400 or equivalent.</p> <p>Desirable experience: Experience in the field of network administration/server administration.</p> <p>Desirable certifications:- CCNA or CCNP or MCSE certificate</p>
3.	Technical Officer (CSE/IT)	45 years	<p>First class BE/B.Tech/MSc in Computer Science and Engineering/IT or First class MCA with 08 years of experience.</p> <p>OR</p> <p>First Class ME/M.Tech in Computer Science and Engineering/IT with 05 years experience in relevant area.</p> <p>Desirable experience: Experience in the field of network administration/server administration.</p> <p>Desirable certifications:- CCNA or CCNP or MCSE certificate.</p>
4.	Technical Officer (Design)	45 years	<p>First class B.Des. (Bachelor of Design) with 08 years of experience.</p> <p>OR</p> <p>First Class M.Des. (Master of Design) with B.E./B.Tech.at graduation level and 05 years of experience in relevant area</p>
5.	Medical Officer (on contract)	45 years	<p>MBBS degree of a University recognized by IMC including completion of CRRRI followed by atleast 03 years of clinical experience in recognised hospitals.</p>
6.	Placement cum Public Relations Officer(Assistant Registrar)	45 years	<p>Minimum educational qualification:- A postgraduate degree with atleast 55% marks or its equivalent with excellent Academic record.</p> <p>Other essential qualification:- MBA/Master of Technology/Master of Engineering.</p> <p>Essential experience:- Experience of working as Training and Placement Officer for atleast 03 years in any reputed Engineering Institute/College.</p> <p>Desirable:- (1)Experience of working as Training and Placement Officer for atleast 05 years in any reputed Engineering Institute/College(2) A basic degree in any discipline of engineering(3) Excellent interpersonal skills (4) Experience of liaison with various Govt. bodies, PSUs, media and companies</p>
7.	Assistant Registrar	45 years	<p>A postgraduate degree with atleast 55% marks or its equivalent with excellent Academic record.</p> <p>Desirable:</p> <p>i)Professional qualification in area of Management/Finance & Accounts.</p> <p>ii)Experience in handling Administrative /Legal/Finance/Stores& Purchase/Establishment matters</p>
8.	Junior Superintendent	32 years	<p>First class Bachelor's degree with 06 years experience in relevant area.</p>
9.	Junior Engineer (Electrical)	32 years	<p>Degree in Electrical Engineering with 02 years of experience</p> <p>OR</p> <p>Diploma in Electrical Engineering with 05 years of experience</p>

Sl.No	Name of the Post	Upper Age limit	Educational and other qualification
10.	Junior Engineer(Civil)	32 years	Degree in Civil Engineering with 02 years of experience OR Diploma in Civil Engineering with 05 years of experience
11.	Staff Nurse (on contract) (01 Male + 01 Female)	32 years	BSc in Nursing with 02 years experience OR 03 years Diploma in Nursing & Midwifery with 05 years experience.
12.	Junior Assistant	27 years	Bachelor's degree with knowledge of computer operations.
13.	Junior Assistant (Horticulture)	27 years	Minimum educational qualification:- BSc degree in Agriculture/Horticulture with first class from a recognized University/Institute and should have knowledge of computer operations. Essential experience:- Atleast 02 years relevant experience in horticulture activities(including nursery management) Desirable:- (1) Should have knowledge and experience of having undertaken vermi composting of organic solid waste(2) Experience of working in large townships.
14.	Junior Technician	27 years	Diploma/Degree in Mechanical Engineering/Computer Science and Engineering/Electronics and Communication Engineering OR ITI in relevant trades of Mechanical Engineering/Computer Science and Engineering/Electronics and Communication Engineering with 02 years experience.

GENERAL INSTRUCTIONS

- (1) Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- (2) Separate online application forms for Group "A"/"B"/"C" posts or more than one posts are to be filled by the candidates.
- (3) The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the written test/interview etc.
- (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) Age limits prescribed for the posts are not applicable for regular employees of the Institute.
- (6) Any subsequent amendments/modifications etc. on this matter will be notified on the institute website only which may be referred to by the candidates continuously. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the Institute.
- (7) Experience and upper age limit will be reckoned on the last date of submission of online applications. Experience acquired after minimum qualification prescribed for each post.(i.e. post qualification experience) will only be considered.
- (8) Candidature of the applicant shall be subject to verification of testimonials at any subsequent stage.
- (9) Candidates may ensure that they fill in correct information; candidates who furnish false information are liable to be disqualified at any stage of recruitment.
- (10) Shortlisted candidates for written test/interview etc. 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 hard copy of their downloaded online applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of written test/interview etc. They can, however, send an advance copy.
- (12) Age relaxation for SC/ST/OBC/Physical Handicapped/Ex-Serviceman/Departmental candidates/ Govt. servants will be as per Govt. of India norms.
- (13) Candidates claiming reservation benefits under SC/ST/OBC/EWS/PH/Ex-Servicemen etc. should attach certificates in support of their claim.
- (14) 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).
- (15) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for written test/interview etc. Fulfillment of essential qualifications per se does not entitle a candidate to be called for written test/interview etc.
- (16) The Institute reserves the right not to fill up the post, cancel the advertisement without assigning any reasons and its decision in this regard shall be final.
- (17) Incomplete hard copy of online application form without relevant supporting enclosures/without attested copies of certificates 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 hard copy of online applications is declared a holiday, next working day shall be deemed to be the last date of receiving the applications.
- (19) Applications form (a) hard copy of online applications 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.
- (20) In case of any dispute, any suit or legal proceeding by or against the Institute, courts within whose local jurisdiction the Institute is situated shall have the jurisdiction.
- (21) Non-refundable online application fee of Rs 500/- is to be paid through the portal. SC/ST, Physically Handicapped, women and PDPM-IIITDMJ employees are not required to submit the application fee. The applicant is required to take a print out of the fee acknowledgement receipt and enclose it with the hard copy of application after self attestation.
- (22) **Last date for making online application is by date 15/07/2019 till 11:59 pm.** Applicants shall fill their online application form and pay online application fee within the stipulated time. After filling of online application form the applicant is required to take out a print out of application form and enclose all the testimonials and self attest it. The completed hard copy of the downloaded online application form must be sent to the address “Asst. Registrar(Estt.), PDPM IIITDM Jabalpur, Dumna Airport Road, PO: Khamaria, Jabalpur-482005 (MP), India” and should reach at the desired address on or before 22/07/2019 till 05:00 PM. Applicants must superscribe on the envelope “APPLICATION FOR THE POST OF”. Hard copy of the applications are to be sent through speed post only and not through courier or other mode.

NOTE:-(a) Candidates who have applied against advertisement No 04/2017 for the post of Deputy Registrar and Assistant Registrar(Placement Officer)(on contract) need to reapply online and forward hard copy along with all enclosures etc. However, they are not required to pay application fee again.

(b) Downloaded online Applications are to be sent in hard copy through speed post only. Applications sent through email, etc. shall not be entertained and summarily rejected.

(c) It is mandatory to submit hard copy of the online application form alongwith all enclosures before the closing date of receipt of hard copy as mentioned above. Applicants making only online applications OR making online application but their hard copy of application form alongwith enclosure not reaching before the closing date of receipt of hard copy will not be considered and summarily rejected. No refund of application fee be made in any of such cases.

Director