



Indian Institute of Information Technology Vadodara

Block-9, C/o Government Engineering College Campus, Sector 28

Gandhinagar, Gujarat - 382028, India - Contact No. 079- 23977511

www.iiitvadodara.ac.in

Advt. No. IIITV/RECRU/NON-TEACHING/2021-22/001

Date: 02 Dec 2021

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING STAFF POSITIONS

1. IIIT Vadodara invites applications from the Indian Nationals for filling up the following vacant Non-Teaching Staffs positions:-

Sl No.	Name of the Post	Post Vacant	Pay Scale	Remarks
(a).	Administrative Assistant	UR-01 SC-01 OBC-01	Pay Level-3 (Rs. 21700 – 69100) As per 7 th CPC	On Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.
(b).	Senior Library Assistant	UR-01	Rs. 30000 – 40000/- Consolidated Per Month	On Consolidated Pay Contract with performance based yearly increment.
(c).	Accountant	UR-01	Rs. 35000 – 45000/- Consolidated Per Month	On Consolidated Pay Contract with performance based yearly increment.

2. Candidates who have applied against Adv. No. IIITV/ RECRU/ NON-TEACHING/ 2019-20/ 001 dated 24 May 2019 for the post of “Administrative Assistant” and Adv. No. IIITV/ RECRU/ NON-TEACHING/ 2020-21/ 001 dated 22 Apr 2020 for the posts of “Senior Library Assistant” & “Accountant” need not to apply afresh. However, they can send self-certified copies of their additional certificates/ records obtained post submission of Application form for the aforementioned posts for consideration by the Selection Committee.

3. Superannuated candidates are also eligible to apply. However, they will be considered only on Consolidated Pay Contract only.

4. **Last date of receipt of application:- 21 Feb 2022.**

5. All qualification and experience will be considered on the basis of last date of receipt of application.

6. The candidates may download the Essential & Desirable Qualifications, Experience details, General Details and Application Form from the institute website: <http://www.iiitvadodara.ac.in> as follows:-

- Annexure-I - Miscellaneous details for Non-Teaching Staff Recruitment
- Annexure-II - Format for SC/ ST certificate
- Annexure-III - Format for OBC certificate
- Annexure-IV - Format of Income & Assets certificate by EWS candidates
- Annexure-V - Application Form for Non-Teaching Staff Recruitment

7. The above advertisement is for Contract employment only.



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8. It is mandatory for all candidates to fill up GOOGLE FORM available at following link on the Institute's website and forward duly signed print copy of the same along with the Application form. Non-receipt of the same shall lead to rejection of Application.

GOOGLE FORM LINK - <https://forms.gle/PPhqE5zx1hcQ9Uy7A>

9. The complete Application along with relevant supporting documents duly self-attested and application fee (as applicable) should be sent by Registered post/ Speed post to "**Registrar, Indian Institute of Information Technology Vadodara, Block No. 9, C/o Government Engineering College Campus, Sector-28, Gandhinagar, Gujarat-382028**" so as to reach by **21 Feb 2022**. Receipt of incomplete application/ application without supporting documents/ application without fee will be summarily rejected.

10. Candidates are required to send soft copy of the filled up Application (in pdf format) with scanned supporting documents to Email ID: recruitment@iiitvadodara.ac.in. However, it is to be noted that sending of hard copy of filled up Application with all supporting documents (as applicable) by the due date is essential. List of the Candidates, "whose applications are received by the due date" will be published on the Institute website without screening within 15 days for the information of all concerned.

[NOTE:- IIIT Vadodara was established in the year 2013 as an Institute of National Importance by the Ministry of Education, Govt. of India under PPP (Public Private Partnership). The Institute is in **Self-Sustainable Mode** and hence does not receive any fund under Code Head OH-36 (Grant in-aid Salaries) from the Govt. of India towards salaries of it's employees. These points are highlighted hereto for general information. Institute has adopted the pay structure of Central Government at present which may get revised in due course based on sustainability of the Institute and/or as and when rules are framed and implemented by the Institute.]

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Director



(1). DETAILS OF QUALIFICATION, EXPERIENCE, AGE AND PAY FOR NON TEACHING STAFF POSITIONS.

The details of the essential & desirable qualification, minimum experience required, age limit and applicable pay for recruitment on to the various Non-Teaching Staff Positions are as follows:-

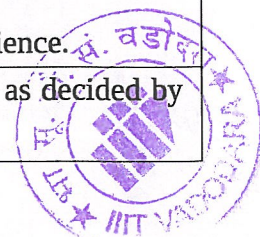
(1.1). Name of the Post:- Administrative Assistant

Number of posts	UR-01, SC-01, OBC-01
Classification	Group-C
Pay Level	Level-3 (Rs. 21700 – 69100) Note: Other than the total salary as per 7 th CPC (which includes Basic Pay in the Pay Level, Dearness Allowance, Transport Allowance, HRA and NPS -Employer's contribution), Medical and Children Education Allowance are also admissible as per IIIT Vadodara rules.
Age Limit	Maximum 30 years as on the last date of receipt of application. (Relaxation in upper age limit to reserved categories as per Govt. of India rules applicable.)
Essential Educational Qualification & Experience	Bachelor's degree with minimum 50% marks with key depression speed equivalent to 40 w.p.m and proficiency in office applications like Word, Excel, Power point etc. along with 01 years of relevant experience in Govt./ Semi Govt./ Central autonomous bodies.
Desirable Qualification & Experience	Experience in office procedure like maintenance of file, noting, drafting diary, organizing etc. and experience in Engineering & Technical Institutions of National Importance like IITs/ IISERs/ IISc/ NITs and similar Central Govt. Institutions.
Method of Recruitment	Direct on Scaled contract for 03 years extendable by 02 years on annual basis with all service benefits eligible for regular employees.

(1.2). Name of the Post: - Senior Library Assistant

Number of posts	01 (One) - Unreserved
Remuneration	Consolidated Rs. 30000/- to Rs. 40000/- per month based on experience and as decided by the selection committee
Age Limit	Maximum 35 years as on the last date of receipt of application.
Essential Educational Qualification	Bachelor's degree in Science/ Arts/ Commerce from recognised University/ Institute and Bachelors Degree in Library & Information Science.
Essential Experience Required	Three years relevant Library experience.
Desirable Educational Qualification & Experience	(a). Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognised Institution. (b). Masters Degree in Library & Information Science.
Method of Recruitment	Consolidated Pay Contract with annual increment as decided by the competent authority

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(1.3). **Name of the Post: - Accountant**

Number of posts	01 (One) - Unreserved
Remuneration	Consolidated Rs. 35000/- to Rs. 45000/- per month based on experience and as decided by the selection committee
Age Limit	Maximum 35 years as on the last date of receipt of application.
Essential Educational Qualification and Experience Required	(a). B.Com from a recognized University / Institute with 05 years relevant experience in entity having gross receipt more than INR 10 crore. OR M. Com from a recognized University / Institute with 04 years experience in entity having gross receipt more than INR 10 crore. OR Chartered Accountant with 01 year experience in entity having gross receipt more than INR 10 crore (excluding Articleship's year). (b). Knowledge of Tally Software is essential.
Desirable Educational Qualification & Experience	(a). MBA in Finance. (b). Experience mentioned above is desirable to be from Govt. Educational Institute/ Govt. autonomous body / Trust.
Method of Recruitment	Consolidated Pay Contract with annual increment as decided by the competent authority

(2). **GENERAL DETAILS & INSTRUCTIONS FOR NON-TEACHING STAFF POSITIONS.**

(2.1). The candidates are advised to completely go through the **required Qualifications, Experience**, etc. as mentioned in the advertisement before filling up the Application form.

(2.2) Candidates who have applied against Adv. No. IIITV/ RECRU/ NON-TEACHING/ 2019-20/ 001 dated 24 May 2019 for the post of "Administrative Assistant" and Adv. No. IIITV/ RECRU/ NON-TEACHING/ 2020-21/ 001 dated 22 Apr 2020 for the posts of "Senior Library Assistant" & "Accountant" need not to apply afresh. However, they can send self-certified copies of their additional certificates/ records obtained post submission of Application Form for the aforementioned posts for consideration by the Selection Committee.

(2.3). The Application form should be filled in/ typed by the candidate in block letters only and each page of the Application form should be signed by the candidate.

(2.4). Wherever the space in the Application Form is not sufficient (Qualification, Experience etc.), the Candidate can attach duly self-certified extra sheets to the Application form and a note in this regard should be entered against the respective point of Application form.

(2.5). The complete Application along with all relevant supporting documents duly self-attested should be sent to below mentioned address by Registered post/ Speed post **so** as to reach on or before **21 Feb 2022:-**

Registrar
Indian Institute of Information Technology Vadodara
Block No. 9, C/o Government Engineering College Campus
Sector-28, Gandhinagar
Gujarat - 382028.



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(2.6). The Institute shall not be responsible for any postal delay.

(2.7). Envelope containing complete application should be superscribed as "Application for the post of _____, Advt No: IIITV/RECRU/NON-TEACHING/2021-22/001 dated 02 Dec 2021."

(2.8). It is mandatory for all candidates to fill up GOOGLE FORM available at following link on the Institute's website and forward duly signed print copy of the same along with the Application form. Non-receipt of the same shall lead to rejection of Application.

GOOGLE FORM LINK - <https://forms.gle/PPhqE5zx1hcQ9Uy7A>

(2.9). Candidates are required to send soft copy of the filled up Application (in pdf format) with scanned supporting documents to Email ID: recruitment@iiitvadodara.ac.in. However, it is to be noted that sending of hard copy of filled up Application with all supporting documents (as applicable) by the due date is essential. List of the Candidates, "whose applications are received by the due date" will be published on the Institute website without screening within 15 days for the information of all concerned.

(2.10). Reservation policy for appointments in the Institutions of National Importance as per Government of India norms will be applicable. Self-certified copy of relevant Cast/ Category certificates (SC/ ST/ OBC/ EWS) in prescribed format (Annexures – II, III & IV as applicable) are required to be submitted along with the Application form.

(2.11). A candidate who claims to belong to a SC/ ST/ OBC/ EWS will have to produce a certificate to the Appointing Authority/ Selection Committee/ Board etc. in support of his/ her claim so as to make him/ her eligible for reservation, various relaxations and concessions. The Caste/ Tribe/ Community/ Income and Asset certificate issued by the following authorities in the prescribed format (Annexures – II, III & IV as applicable) will only be accepted as proof in support of a candidate's claim as belonging to the SC/ ST/ OBC/ EWS category:-

- (a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1 st Class Stipendary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate;
- (c) Revenue Officer not below the rank of Tehsildar; and
- (d) Sub-Divisional Officer of the area where the candidate and/ or his/ her family normally resides.

(2.12). The Cast/ Category certificates (SC/ ST/ OBC/ EWS) submitted by the candidate are subject to the verification through proper channels and till the completion of verification process, appointment (if offered) will be provisional. If the verification process reveals that the claim of candidate belonging to SC/ ST/ OBC/ EWS category is fake/ false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/ false certificate.

(2.13). Original documents along with one set of self-certified copies will have to be produced at the time of interview for verification.



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(2.14). Candidates applying for two or more posts are required to fill up & forward separate application forms for each post along with the supporting documents and necessary fee (as applicable). Single Application form received for two or more posts will be summarily rejected without any communication by the Institute.

(2.15). Incomplete applications, applications submitted without signature on each page, applications which are not clearly legible, applications submitted without self attested supporting documents, application received without prescribed fee (as applicable) and application received after due date will be treated as rejected.

(2.16). The applicant shall be required to pay following non-refundable application fee by the way of Demand Draft in favor of "Indian Institute of Information Technology Vadodara" payable at Gandhinagar, Gujarat (SBI branch Code: 60228). In the Annexure-V (Application form), Candidates are required to enter DD No. against the "Details of Application Fee".

- (a) Fee for Female, PwD and internal Candidates of IIIT Vadodara – NIL
- (b) Fee For SC/ST Candidates – Rs. 100/- +18 % GST = Rs. 118/-
- (c) Fee for other Candidates - Rs. 250/- +18 % GST = Rs. 295/-

(2.17). The application fee can also be paid by the way of RTGS/ NEFT in the Institute's Bank Account. The details of Institute's Bank Account are appended below. However, it is to be noted by the candidates that self-certified copy of Bank Statement/ Transaction Slip depicting above transaction must be enclosed along with the application for easy identification. Application form of the Candidates not enclosing self-certified copy of Bank Statement/ Transaction Slip will be summarily rejected. In the Annexure-V (Application form), Candidates are required to enter UTR No. against the "Details of Application Fee".

Bank Name : Punjab National Bank

A/c Number : 4601000100068147

IFSC Code : PUNB0460100

Branch : Jalsewa Bhavan, Sector 10 A, Gandhinagar, Gujarat - 382010

(2.18). The fee once paid will not be refunded or adjusted under any circumstances.

(2.19). The selection process may consists of Written Test / Skill Test and Interview.

(2.20). The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the selection process. Mere submission of application does not provide right to be called for the selection process. If a candidate is called for the selection process, he/ she will not get any right for selection and appointment. There is no system or practice to send any written communication to candidates not called for selection process or who are not selected after the selection process, indicating the reasons for rejections.

(2.21). Interim correspondence/ enquiries shall not be entertained or replied to.

(2.22). Qualification mentioned is the minimum qualification for the post. Mere fulfillment of qualifications and experience does not entitle a candidate to be called for the selection process.

(2.23). The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for the interview considering number of positions to be filled in, Qualification, experience, specialization requirement etc.

(2.24). The Institute reserves the right not to fill up the posts, cancel this Advertisement in whole or in part at any stage of the selection process without assigning any reason and its decision in this regard shall be final.



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- (2.25). The Institute reserves the right to assign/ transfer the selected candidates to any section or department within/ outside the Institute and appointments will be offered accordingly.
- (2.26). All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualification/ experience in exceptional cases.
- (2.27). Higher initial Pay may be given to exceptionally qualified and deserving candidate(s).
- (2.28). Upper age limits for the above posts are relaxed for the internal candidates of IIIT Vadodara.
- (2.29) Superannuated Candidates are also eligible to apply. However, they will be considered on Consolidated Pay Contract only.
- (2.30). Candidates considered for appointment on Consolidated Pay Contract shall not be entitled for Dearness Allowance, Transport Allowance, HRA, NPS, Medical and Children Education Allowance etc.
- (2.31). No TA will be paid for appearing into Written Test/ Interview for any post. Candidates called for Written Test/ Interview are required to make arrangement of accommodation on their own.
- (2.32). Any attempt to influence the recruitment process whatsoever will lead to disqualification of the candidate.
- (2.33). Candidates working in Govt./ Semi Govt. /PSUs should either get their application forwarded through proper channel or will be required to submit a "**No Objection Certificate**" from their employer at the time of interview, if shortlisted during selection process.
- (2.34). In case of any dispute, decision of the Director, IIIT Vadodara shall be final.
- (2.35). Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Gandhinagar/ Ahmedabad and courts/ tribunals/ forums at Gandhinagar/ Ahmedabad only shall have sole and exclusive jurisdiction to try any such cause/ disputes.
- (2.36). All candidates are advised to check the Institute website regularly for any update on this advertisement.

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Director



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PRESCRIBED PROFORMAE

Performa-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*.....
son/daughter* of of village/town*
..... in District/Division* of the
State/Union Territory* belongs to the..... caste/tribe* which is
recognised as a 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 List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar 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 & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.



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/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With Seal of Office)
State/Union Territory*

Place:
Date:

*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District 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 of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

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**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of _____ village/town
_____ in _____ District/Division
_____ in the State/Union Territory _____
belongs to the _____ community which is recognised
as a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ 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 8.9.1993, OM No. 36033/3/2004-
Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th
October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature _____
Designation _____ \$

Dated:

Seal

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

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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Proforma-IX

Government of.....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR

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).

Signature with seal of Office.....

Name.....

Designation.....

Recent
passport size
attested
photograph of
the applicant



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***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.

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Indian Institute of Information Technology Vadodara

APPLICATION FORM FOR NON-TEACHING STAFF POSITION

ADVT. NO. _____

DATE: _____

Details of Application Fee:

DD/ UTR No.	Date	Amount	Name of Issuing Bank

Demand Draft should be drawn in favour of "Indian Institute of Information Technology Vadodara" payable at Gandhinagar, Gujarat (SBI branch Code: 60228).

Affix Recent
Passport size
photograph

Post Applied: _____

1. Personal Details:

Full Name : _____

Email ID : _____ Mobile No. _____

Date of Birth : _____ Gender: _____

Father's/Husband's Name : _____ Mother's Name : _____

Marital Status : _____ Spouse Name: _____

Category(UR/SC/ST/OBC/EWS)(Attach Photocopies of Relevant Certificate): _____

PWD : VH: _____ HH: _____ OH: _____

Religion : _____ Nationality: _____

Address for Correspondence : _____ Pin Code: _____

Permanent Address: _____ Pin Code: _____

2. Educational Qualification Details (Matriculation onwards): Attach self attested photocopies of Relevant Certificates & Marksheets. Attach extra sheets if required.

Sr. No.	Name of Exam. Passed	Name of School/ College/ Institute	Board/ University	Year of Passing	Marking Mode	% of Marks/ CGPA	Class/ Grade/ Division
(a)							

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(b)							
(c)							
(d)							
(e)							
(f)							

3. Whether employed or not: Yes/ No _____.

(Furnish details of previous/ present employment in chronological order in following table and attach self attested Photocopies of Relevant Certificate): **Attach extra sheets if required.**

Sr. No.	Organisation / Institute	Adhoc/ Regular/ Temp./ Contract/ Outsourced	Period		Total Period	Scale of Pay/ Consolidated Pay	Nature of Duties
			From	To			

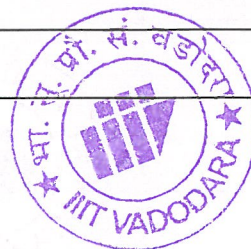
4. Working knowledge of Computer: Yes / No _____

5. Special Qualification/ Experience in Computer Knowledge _____

6. Name, Designation, Address and Contact No. of two responsible and reputed persons:

(a) _____

(b) _____



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7. Any relevant information _____

8. Details of enclosures in support of information mentioned above.

- (a). _____
- (b). _____
- (c). _____
- (d). _____
- (e). _____
- (f). _____
- (g). _____
- (h). _____

9. **Declaration:** I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case of any particular information furnished by me is found to be false/ incomplete or ineligible, my candidature is liable to be rejected or cancelled and even after appointment if it is found to be false or incorrect, my services are liable to be terminated without any notice.

Place: _____

Date: _____

Signature of Applicant

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