



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

*An Institute of National Importance*

(Autonomous Institution under MOE, Govt. of India &  
Department of Information Technology & Electronics, Govt. of West Bengal)  
WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water Treatment Plant  
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.  
Email-office@iiitkalyani.ac.in, website-www.iiitkalyani.ac.in

Advt. No. IIITK/Rectt/NF/23-24/38

Dated: August 10, 2023

## **Advertisement for Non-Faculty Positions (Contractual)**

Applications are invited from the Indian nationals for the position of **Assistant Registrar (on contract)** at a consolidated pay of Rs.56100 per month.

S. No.	Particulars	Criteria
1.	Name of the post	<b>Assistant Registrar (On Contract)</b>
2.	Number of posts	02
3.	Pay	Rs.56100 per month (Consolidated)
4.	Age	Not exceeding 35 years Relaxations as per the instructions or orders issued by the Central Government.
5.	Educational and other qualifications required for direct recruits	<b><u>Essential :</u></b>  <b><u>Educational Qualification &amp; Experience:</u></b>  Masters' degree in any discipline with at least 55% Marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.  <b><u>Desirable :</u></b>  i) Experience in one or more of the following areas: Office Administration, Academic Administration, Training and Placement, Finance as applicable to reputed academic institutes.  ii) Familiarity and knowledge with working procedures of a higher technological/educational Institution like IITs/IIITs/IISERs/IISc/NITs and similar Central Government Institutions.

### **Guidelines:**

1. The application form and essential qualification, experience and other details be downloaded from [www.iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)
2. The application form (hard copy) complete in all respect is to be submitted to Deputy Registrar, Indian Institute of Information Technology Kalyani, WEBEL IT Park, (Near Buddha Park), Kalyani – 741235, Nadia, West Bengal, India on or before September 12, 2023.
3. The envelope should be superscribed the post “**Assistant Registrar (On Contract)**”.
4. For each of the qualifications, professional experiences, achievements, etc., documentary proof in the form of self-attested photocopies is to be attached with the application.
5. The originals must be produced at the time of interview and at the time of joining.
6. Incomplete applications / applications without necessary enclosures may not be accepted.

7. Any misleading wrong information supplied by the candidates may lead to summarily rejection of the application, if found subsequently, also the appointment will be cancelled.
8. Mere fulfilment of minimum qualification and experience requirements for the post does not entitle the candidate to be called for an interview. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
9. No interim queries regarding interview / selection process will be entertained.
10. Canvassing in any form will lead to rejection of the application.
11. Decision of the Selection Committee and the Board of Governors of IIIT Kalyani with respect to the selection process is final.
12. Legal disputes, if any with IIIT Kalyani are restricted to the jurisdiction of Kalyani Court only.
13. Applications, received after the last date will not be considered.
14. Candidates will have to appear for Presentation/Interview at their own cost, if called before a Selection Committee on the date and place which will be separately notified/informed to the candidates.
15. The Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.

**HOW TO APPLY:**

The printed and signed online application form along with necessary enclosures should be sent to the following address to reach by 12.09.2023. A soft copy of the application is also to be sent to [recruitment@iiitkalyani.ac.in](mailto:recruitment@iiitkalyani.ac.in).

Deputy Registrar  
Indian Institute of Information Technology, Kalyani  
WEBEL IT Park, (Near Buddha Park)  
Kalyani – 741235 Nadia, West Bengal

**Deputy Registrar**