



Indian Institute of Information Technology Vadodara

Block No. 9, c/o Government Engineering College Campus,

Sector 28, Gandhinagar – 382 028.

Phone No.: 079 - 23977 504 | URL: www.iiitvadodara.ac.in

Advt. No. IIITV/ESTT/RECT/NT-AR/25-26/01

Dated:

10 November 2025

RECRUITMENT NOTIFICATION (Direct/ Deputation)

1. Indian Institute of Information Technology Vadodara is an Institute of National Importance established by an Act of Parliament (IIIT PPP Act 2017) under the Ministry of Education, Government of India. The Institute invites ONLINE Applications from eligible Indian Nationals to fill up the following vacant post through Direct Recruitment/ Deputation.

Ser No	Particulars	Details
(a)	Post No	NT/02
(b)	Name of the Position	Assistant Registrar
(c)	Number of Position	06 (six)
(d)	Pay Level	Pay Level – 10; (Rs. 56,100 – Rs. 1,77,500)
(e)	Category	SC-1 : ST – 0 : OBC-1 : EWS – 0 : UR – 4 : Total – 6 Abbreviations: SC: Scheduled Caste ST: Scheduled Tribe OBC: Other Backward Classes EWS: Economically Weaker Sections UR: Unreserved
(f)	Upper Age Limit	40 years
(g)	Educational and other qualification required for Direct Recruitment	Essential (i) Master's degree with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale from a recognized University /Institute. (ii) Minimum of eight years of relevant experience. Desirable (i) At least five years of the total relevant experience should be in a supervisory / superintendent capacity in Pay Matrix Level -7 or equivalent pay scale in a Government, Semi-Government organization, recognized university, and technological institution of national standing. (ii) Qualification in area of Management / Engineering / Law (iii) Experience in handling computerized administration/ legal/ Store and purchase/ financial/ establishment matters. (iv) A Chartered or Cost Accountant degree or diploma. (v) Computer literacy and ability to work independently will be preferred.
(h)	Role and Responsibilities	Selected candidate can be appointed in any section (Establishment, Finance, Academic Administration, General Administration, Students' Affairs, Store and Purchase, Estate

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		management etc) of the institute and can be transferred to other sections of the institute as per requirement.
(j)	Terms and Conditions	<ul style="list-style-type: none"> The appointment would be on a full time basis and the candidate would not be permitted to take up any other assignment during the period of service with the institute. It is mandatory for all candidates to fill up GOOGLE FORM available at Para 2 below

2. Important Dates:

Commencement of Online Application	11 November 2025
Last Date for submission of Online Application	22 December 2025
The online application can be accessed through the link	< https://forms.gle/DL2c7ZYkmAb5Xqc98 >

3. After successful online submission of the application, a printout of the application may be retained till the recruitment process is over. Before submission of the online form, the candidates are advised to read the "General Instructions and Essential Information" carefully.

4. Incomplete applications and application without prescribed fee (as applicable) and application received after the due date will be treated as rejected.

5. The Institute follows reservation policy as per Government of India norms. The upper age limit, qualification, and experience for the post will be considered on the last date of closing the online application interface. Relaxation in age would be admissible as per the Government of India rules. The appointment will be made as per the Recruitment and Promotion Norms of IIIT Vadodara.

6. Application fees payable

UR/OBC/EWS Category	Rs 1500/- + Rs 270/- (GST) = Rs 1770/-
SC/ST/PwDs/Female/ Others	Rs 1000/- + Rs 180/- (GST) = Rs 1180/-

Note: - Fees once paid will not be refunded or adjusted under any circumstances.

Payment to be done by: < **SBI i-Collect:**

<https://onlinesbi.sbi.bank.in/sbicollect/>

Select Category: Educational Institutes

State: Gujarat

Name of Educational Institution: IIIT Vadodara

Payment Category: Recruitment Fee >:



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7. **General Instructions and Essential Information:**

- (a) The candidate must be a citizen of India.
- (b) Candidates are required to submit ONLINE applications. OFFLINE applications alone, if submitted, will be summarily rejected. Printout of the ONLINE application form along with supporting documents after pasting the passport size photograph on the first page (sign across the photograph) is required to be submitted to the Institute at the following address. Non-receipt of the same lead to rejection of Application:

Recruitment Cell, IIIT Vadodara, Block No -9, c/o Government Engineering College Campus, Sector 28, Gandhinagar, Gujarat 382028.

- (c) Before submitting the online application, the candidate must ensure that he/she fulfils all the eligibility criteria for the post for which she/he is applying. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.

- (d) The cut-off date for reckoning the upper age limit, and qualification is the last date of submission of online application.

- (e) The exact percentage should be mentioned in the percentage of marks column. e.g., 59.9% should NOT be rounded off to 60%.

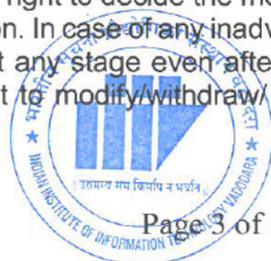
- (f) Calling a candidate for a test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.

- (g) The Institute reserves the right to restrict the number of candidates for written/skill test/interview to a reasonable limit based on qualifications, level, and relevance of experience higher than the eligibility criteria prescribed in the advertisement. A mere fulfilment of required essential qualifications and experience doesn't entitle a candidate to be called for the interview/ written test/ skill test. The Institute also reserves the right to reject any or all the applications without assigning any reasons.

- (h) Applications will be summarily rejected if not all the relevant certificates (Experience / Caste / Educational/Proof of DOB etc.) are uploaded as per the instructions. The certificates of work experience shall be in proper format i.e., he/she should clearly state his/her designation, period of service in the particular organization, nature of work assignment(s), and the pay. The experience letter should be on the organization's letterhead, bearing the date of issue. Pay Slips/Office orders/Appointment Orders or any other documents shall not be considered as proof of experience.

- (j) The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidates.





(k) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained or replied to.

(l) All the candidates shall produce self-attested copies of all the certificates (educational/caste/experience) along with originals for verification at the time of the interview / written test/skill test.

(m) No Travelling Allowance (TA) and Dearness Allowance (DA) shall be paid to the candidates for attending the written test/skill test/interview.

(n) The Institute reserves the right not to fill up any or all advertised posts or cancel the advertisement in whole or in part without assigning any reason. The decision of the Institute in this regard shall be final. The decision of the Institute in all matters relating to the eligibility of the candidate, written / skill test, and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

(o) Application forms incomplete in any way or not have required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.

(p) Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/ Council/ University/ Institute.

(q) 'Relevant experience' means experience related to the area of the post advertised. The screening committee will determine the relevancy of experience, and its decision will be final.

(r) Any legal dispute arising out of the advertisement may be challenged in the jurisdiction of Gandhinagar, Gujarat.

(s) Candidates are advised to fill in their correct and active e-mail addresses and mobile number in the online application, as correspondence shall be made by the Institute through e-mail only.

(t) For any query related to the submission of an online application, the applicant may send an email on < recruitment@iiitvadodara.ac.in > However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.

(u) Applicants are advised to mention their correct and active email ID in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.

(w) In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's Website only. Accordingly, all applicants in their own interest are advised to keep track of the Institute's Website for all updates.

(y) Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.

(z) Candidates working under Central / State Govt. / Public Sector Undertakings / Autonomous Bodies/ Universities should produce a Vigilance Clearance at the time of

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written / Skill test / interview without which the candidate will not be allowed for written / skill test / interview.

(aa) You are required to settle your EXIT benefits (Gratuity, Leave Encashment etc) at previous organization at your end. Transfer of Service benefits to IIIT Vadodara are not accepted. Similarly, all dues/ claims (Gratuity, Leave Encashment etc) will be settled by IIIT Vadodara and benefit will not be transferred. **This is not applicable to candidates joining on Deputation.**

(ab) No deputation allowance will be paid if selected.

(ac) Institute may consider few applications On Scaled Contract (Pay Level – 10; (Rs. 56,100 – Rs. 1,77,500). * A scaled contract means an appointment initially made for 3 years and extendable annually for two more years based on performance of the candidate / appointee).



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Registrar