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INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY
NAYA RAIPUR – 493661

**Invitation for Applications for Subordinate Technical and Ministerial Staff from
Chhattisgarh Domiciles only**

Recruitment Notice No. 4/2016

Invitation

Applications are invited for the following positions:

S No	Name of Post	Category-wise Number of Positions	Pay Scale
1.	Office Assistant - I (English)	01 (UR:1)	Pay Band 1 (₹ 5,200-20,200), with Grade Pay of ₹ 2,800/-
2.	Laboratory Assistant	01 (UR:1)	Pay Band 1 (₹ 5,200-20,200), with Grade Pay of ₹ 2,400/-
3.	Accountant	01 (UR:1)	Pay Band 1 (₹5,200-20,200), with Grade Pay of ₹ 2,400/-
4.	Office Assistant - II (English)	01 (UR:1)	Pay Band 1 (₹ 5,200-20,200), with Grade Pay of ₹ 1,900/-
5.	Driver (Light Vehicle)	02 (UR:1, ST:1)	Pay Band 1 (₹ 5,200-20,200), with Grade Pay of ₹ 1,900/-
6.	MTS Staff (including Library Assistant, Peon etc.)	02 (UR:1, ST:1)	Pay Band 1 (₹ 4,750-7,440), with Grade Pay of ₹ 1,300/-

Reservation of Positions

At the time of recruitment, the provisions of the Chhattisgarh Public Service (Scheduled Castes, Scheduled Tribes and Other Backward Classes Reservation) Act, 1994 (No.21 of 1994) and the directions Issued by the General Administration Department of the State Government from time to time, shall be applicable.

The reservation table below gives the distribution for the number of positions listed above:

S No	Name of Post	Reservation			
		Unreserved	Scheduled Tribes	Scheduled Castes	Other Backward Classes
1.	Office Assistant - I (English)	01	00	00	00
2.	Laboratory Assistant	01	00	00	00
3.	Accountant	01	00	00	00
4.	Office Assistant - II (English)	01	00	00	00
5.	Driver (Light Vehicle)	01	01	00	00
6.	MTS Staff (including Library Assistant, Peon etc.)	01	01	00	00

Eligibility Conditions / Educational Qualifications

S No	Name of Post	Qualifications, Experience and Age Limit
1.	Office Assistant – I (English)	<p>i. 10+2 Pass from a recognized Board.</p> <p>ii. Pass certificate in English stenography and a speed of 100 words per minute (Skill test shall be taken for speed).</p> <p>Minimum 02 years of experience in office management.</p> <p>Candidate should be below 35 years of age.</p>
2.	Laboratory Assistant	<p>10+2 Pass from a recognized Board.</p> <p>Candidate should be below 35 years of age.</p>
3.	Accountant	<p>B.Com. with computer literacy.</p> <p>Minimum 01 year of experience in Accounts management.</p> <p>Candidate should be below 35 years of age.</p>
4.	Office Assistant - II (English)	<p>i. 10+2 Pass from a recognized Board.</p> <p>ii. Speed of 60 words per minute in English stenography (Skill test shall be taken for speed).</p> <p>iii. English typing on computer with a speed of 5000 key depressions per hour (Skill test shall be taken for typing speed).</p> <p>Candidate should be below 35 years of age.</p>

5.	Driver (Light Vehicle)	Should have passed 10 th class from recognized institution and possess a valid Driving License. Minimum 01of year experience. Candidate should be below 35 years ofage.
6.	MTS Staff (including Library Assistant, Peon etc.)	10+2 Pass from a recognized Board. Candidate should be below 35 years ofage.

Instructions and Other Terms and Conditions

1. Allowances and other terms and conditions of service shall be as decided by the Institute from time to time, subject to any directions, guidelines etc. of the State Government. On-campus accommodation shall be offered as per availability and allotment process decided by the Institute. Medical facility shall also be provided as per Institute's policy.
2. The positions advertised are to be filled exclusively from amongst Chhattisgarh Domicile candidates only. They must be registered in any Employment Exchange in the State of Chhattisgarh.
3. The candidates selected, shall be appointed on probationfor two years.
4. The number of positions is likely to increase. The Institute reserves the right to fill or not to fill any or all positions.
5. Application has to be made online only. Applications made by any other mode are liable to be rejected.
6. Online applications can be submitted from 10:00 hrs,January 08, 2016to 17:00 hrs,February 08, 2016.
7. Working knowledge of English is mandatory.
8. All eligibility conditions / educational qualifications must be fulfilled / acquired on or before February 08, 2016.
9. The Institute may conduct tests as may be needed including skill tests etc.
10. For any query or clarification etc., please contact at email id:contact@iiitnr.edu.in.