भारतीय सूचना प्रौद्योगिकी संस्थान भोपाल

भोपाल - 462003 (मध्यप्रदेश) भारत

राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार केअधीन

Indian Institute of Information Technology

Bhopal - 462003 (Madhya Pradesh) India

An Institute of National Importance under Ministry of Education, Govt. of India

Advt. No. IIITBpl/NFR/Estt./2026/353   **Dated: 03/02/2026**

RECRUITMENT TO NON-FACULTY POSITIONS

The Indian Institute of Information Technology Bhopal is an Institute of National Importance established under the Not-for-Profit Public-Private Partnership (N-PPP) model by the Ministry of Education, Government of India. The Institute invites applications for filling up Non-Teaching positions on a direct recruitment basis.

Sl. No.	Name of the Post	Scale of Pay (Level as per 7th CPC)	No. of Vacancies	Category
1.	Assistant Registrar	PB-3: 15600-39100 + GP: 5400 (Level 10)	01	UR
2.	Junior Superintendent	PB-2: 9300- 34800 + GP: 4200 (Level-6)	01	UR
3.	Junior Assistant	PB-1: 5200- 20200 + GP: 2000 (Level-3)	01	UR

Candidates are required to submit their applications along with all required relevant documents in **online mode only.** Applications received through any other mode shall be summarily rejected. The link for online application will be hosted on the Institute website.

Important Dates:

Date of publication of advertisement on the Institute website	:	**03-02-2026**
Opening date for online submission of application	:	**10-02-2026 (10:00 AM onwards)**
Closing date for online submission of application form	:	**03-03-2026**, up to **05:30 PM**

Any difficulties related to the submission of the online application may be addressed to: **itsupport@iiitbhopal.ac.in**

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REGISTRAR
(Officiating)

Educational qualification and Experience of the post:

1. Name of the post	Assistant Registrar
Number of Post	01 (One)
Category	Unreserved (UR)
Classification	Group-A
Scale of Pay & Level	PB-3: 15600-39100 + GP 5400 (Pay Level -10)
Whether selection post or non-selection post	Selection
Age limit for Direct Recruitment	Upper age limit: 45 years
Educational and other qualifications	**Essential**: A postgraduate degree with at least 55% marks or its equivalent with excellent academic record. **Desirable**: i) Professional qualification in the area of Management/Finance & Accounts ii) Experience in handling Administrative /Legal/Finance / Stores & Purchase/ Establishments matters
Period of probation, (if any)	One year
Tentative Method of Selection	written test/examination followed by an interview.

2. Name of the post	Junior Superintendent
Number of Post	01(one)
Category	Unreserved (UR)
Classification	Group-B
Scale of Pay & Level	PB-2: 9300-34800 + GP 4200 (Pay Level - 6)
Whether selection post or non-selection post	Selection
Age limit for Direct Recruitment	Upper age limit : 32 years
Educational and other qualifications	**Essential:** First class Bachelor's Degree with 6 Years' experience in relevant area.
Period of probation, (if any)	One year
Tentative Method of Selection	written test/examination consisting of General Aptitude/Ability Test followed by discipline-specific proficiency/Skill Test.

3. Name of the post	Junior Assistant
Number of Post	01 (one)
Category	Unreserved (UR)
Classification	Group - C
Scale of Pay & Level	PB-1: 5200-20200 + GP 2000 (Pay Level-3)
Whether selection post or non-selection post	Selection
Age limit for Direct Recruitment	Upper age limit: 27 years
Educational and other qualifications	**Essential:** Bachelor's Degree with knowledge of computer operations.
Period of probation, (if any)	One year
Tentative Method of Selection	written test/examination consisting of General Aptitude/Ability Test followed by discipline-specific proficiency/Skill Test.

Note: Details related to Tentative Method of Selection will be provided in due course.

The Institute reserves the right to restrict the number of candidates for the test/interview to a reasonable limit based on qualifications, salary, relevance of experience and other academic achievements exceeding the eligibility criteria prescribed in the advertisement. Mere fulfillment of the required essential qualifications and experience does not entitle a candidate to be called for the test/interview. The Institute also reserves the right to reject any or all applications without assigning any reasons.

GENERAL INSTRUCTIONS: -

Applicants must read the following information and instructions before applying for the advertised post:

1.   The applicant must be a citizen of India.

2.   Applications will be accepted only through the online mode. The link to submit the online application shall be hosted on the Institute website.

3.   The applicant must ensure his/her eligibility for the post with respect to age, qualification, and other requisite criteria before applying for the post.

4.   The candidate's age, qualifications, and experience will be evaluated based on the last date of submission of the online application for the post. Candidates must meet the specified age limit, qualification, and experience requirements as of the last date for submission of the online application. The last date for claiming

SC/ST/OBC/EWS/PwBD status or any other benefits, such as fee concession, reservation, age relaxation, etc., unless specified otherwise, will be the last date to submit the online application i.e., **26th February 2026**.

5. Candidates may also note that, in respect of the above, their candidature will remain provisional until the veracity of the concerned documents is verified by the appointing authority. Candidates are cautioned that they will be debarred from any examination conducted by the Institute if they fraudulently claim SC/ST/OBC/EWS/PwBD status or avail any other benefit. The maximum age limit for each post shall be as per the Recruitment Rule for the post under Recruitment and Promotion Norms (RPN) 2016 for non-faculty positions.

6. The date of birth indicated in the SSC/Secondary School Leaving Certificate/Birth Certificate will be considered final and binding. No subsequent changes will be allowed. Age relaxation will be as per Government of India norms/rules. No age relaxation will be applicable to SC/ST/OBC candidates applying against UR vacancy.

7. Applicants should enclose/attach/upload the mark sheets and certificates in support of all qualifications and relevant experience along with the application. *Candidates must ensure that the documents uploaded for the said post are clear, visible, and readable.* All mark sheets, certificates, degrees, No Objection Certificate (NOC), and other relevant documents must be produced in original at the time of document verification as well as at the time of joining. In case it is found that the documents submitted by the candidate are fake, or that the candidate has undesirable or clandestine antecedents/background and has suppressed such information, they shall not be allowed to appear in the test/interview or to join. If any such willful concealment is detected even after joining, appropriate action will be taken.

8. The posting of the selected candidate will be at the discretion of the competent authority and as per the functional requirements of the Institute.

9. Candidates applying for the said post should ensure that they fulfill all the prescribed eligibility criteria and conditions for the post. If, upon verification at any time before or after the test/interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the test/interview shall be cancelled.

10. Mere fulfillment of the eligibility criteria does not entitle a candidate to be called for the test/interview. The Institute reserves the right to restrict the number of candidates to be called for the test/interview by screening the applications based on such shortlisting

criteria as may be decided by the Institute.

11. The Institute reserves the right to set higher standards and parameters for shortlisting candidates, which may include qualifications, experience prescribed in the recruitment rules, and other requirements mentioned in the advertisement/recruitment rules.

12. The Application Number of the shortlisted candidates will be displayed on the Institute website only. No separate communication will be sent by post.

13. **Candidates are required to visit the Institute website regularly to keep themselves updated about any progress in the recruitment process.**

14. Candidates working in Public Sector Undertakings, Central public undertakings, State Government Undertakings, Universities, Semi-Government Institutions, Autonomous Bodies etc., should process their application through proper channel, duly uploading the No- Objection Certificate (NOC), issued by the concerned authority of their Department/ Institution, failing which they will not be allowed to appear in the interview (for Assistant Registrar position) and discipline-specific proficiency/Skill Test (for Junior Superintendent and Junior Assistant position).

15. **In cases where the qualifying degree marks are awarded in SGPA/CGPA/CPI or any other grading system, submission of an official percentage conversion certificate issued by the concerned University/Institution shall be mandatory.**

16. In case of any inadvertent mistake in the process of shortlisting or selection, which may be detected at any stage, even after the issuance of the appointment letter, the Institute reserves the right to modify, withdraw, or cancel such letter(s) without any prior communication to the candidate.

17. The vacancy shown above is provisional and subject to variation. The Institute reserves the right not to fill the advertised post or to fill additional vacancies arising in the course of time. The Institute also reserves the right to withdraw any advertised post at any time without giving any reason.

18. The pay of the selected candidate will be fixed as per Government of India rules.

19. **Appointment to the post is subject to the candidate being found medically fit by the competent authority.**

20. Canvassing in any form will disqualify the candidature.

21. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence or interim inquiries will be entertained from candidates in connection with the selection process. Any dispute regarding the selection/recruitment process shall be subject to the Courts or Tribunals having jurisdiction over Bhopal.

22. Records of the non-selected candidates (excluding waitlisted candidates) shall not be preserved beyond six (06) months from the date of declaration of the final result.

23. The application fee (non-refundable) for the post shall be as under: -

Sl. No.	Name od Post	Application Fee for Unreserved/EWS/OBC categories	Application Fee for SC/ST/Women/PwBD categories
1.	Assistant Registrar	Rs.1500/- (only)	Exempted
2.	Junior Superintendent & Junior Assistant	Rs.1000/- (only)	Exempted

24. Application fees are payable only through the designated payment gateway on the Samarth Portal. Payments made through other means will not be accepted.

25. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.

26. Success in the examination confers no right to appointment unless the Institute is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.

27. SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT. CANDIDATES ARE STRONGLY ADVISED NOT TO PAY MONEY TO ANY PERSON ASSURING EMPLOYMENT, NOR TO SEEK ANY INDIVIDUAL/POLITICAL INFLUENCE.

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REGISTRAR (Officiating)