

Advt. No. IIITK/01/12/2025/2323

Date : November 21, 2025

## RECRUITMENT NOTIFICATION FOR NON-TEACHING STAFF

The **Indian Institute of Information Technology Kottayam (IIIT Kottayam)** (Valavoor (P.O.), Pala, Kottayam District-686635, Kerala) is an **Institution of National Importance** under the Ministry of Education, Govt. of India and is governed under the **IIIT (PPP) Act, 2017**.

Applications are invited from eligible Indian Nationals with outstanding academic achievements and ability to establish a vibrant working culture for various **Non-Teaching Staff** positions of the Institute.

The details of the vacant positions are as under (Tentative):

Sl. No.	Name of Post	Pay Level (7 <sup>th</sup> CPC)	Max. Age Limit	No. of positions	Reservation Status
1	Deputy Registrar	Level-12	50	1	UR-1
1	Junior Engineer (Civil)	Level-06	37	1	OBC-1 UR-1
2	Junior Technical Superintendent (CSE/Programming)			1	
1	Junior Technician (Networking/CSE)	Level 03	32	6	SC-1, ST-1, OBC-NCL-2, EWS-1, UR-5
2	MTS-Plumber			2	
3	MTS-Electrician			2	
Total				13	

1. **Deputy Registrar - Level 12 of 7<sup>th</sup> CPC**

**Essential Qualification:** Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade in the CGPA/Grade 'B' in the UGC 7 points scale from a recognized University/Institute.

**Essential Experience:** At least 05 years' of experience as Assistant Registrar or equivalent post in the GP of Rs.5400/- (Level 10 of 7<sup>th</sup> CPC) and above, in Academic Affairs, General Administration, Audit, Stores & Purchase, Hostel Affairs etc. in Institutes of Higher Education or Research Establishment under the Government Sector.

**Desirable:** (i) A degree in Law/ Management/ Engineering from a recognized University/ Institute.  
(ii) Experience of Computer applications/e-office system.

2. **Junior Engineer (Civil) - Level 6 of 7<sup>th</sup> CPC**

**Educational Qualification:** Degree in Engineering (Civil) with 2 years' relevant experience **OR** Diploma in Civil Engineering with 5 years' relevant experience in an Institution of repute dealing with construction and maintenance.

3. **Junior Technical Superintendent (CSE/Programming) - Level 6 of 7<sup>th</sup> CPC**

**Educational Qualification:** BE/B.Tech/M.Sc/MCA with 5 years' experience in the relevant area.

4. **Junior Technician (Networking/CSE) - Level – 3 of 7<sup>th</sup> CPC**

**Educational Qualification:** Degree in Engg./ Bachelor's Degree in the relevant field - with 2 years' relevant experience.

5. **MTS-cum-Plumber - Level – 3 of 7<sup>th</sup> CPC**

**Educational Qualification:** 10+2+ITI with two years' relevant experience **OR** 10+2+ITC with three years' relevant experience.

6. **MTS-cum-Electrician - Level – 3 of 7<sup>th</sup> CPC**

**Educational Qualification:** 10+2+ITI with two years' relevant experience **OR** 10+2+ITC with three years' relevant experience.



.....2/-

## General Information

1. Age relaxation is applicable as prescribed by the Government of India from time to time.
2. Reservation is applicable as per the norms of the Government of India. The candidates are required to submit the Caste/Category/Disabilities Certificate issued by the Competent Authority in the format prescribed by the Government of India for this purpose. Please see annexure for the sample.
3. All completed and submitted applications will be acknowledged by email. The applicant is expected to have a valid and live email ID. If an acknowledgment is not received within one week of submission of application form, an email may be sent to the [ntsupport25@iiitkottayam.ac.in](mailto:ntsupport25@iiitkottayam.ac.in).
4. **The application has to be submitted only through the web portal of the Institute as per instruction given in the website (<https://recruitstaff.iiitkottayam.ac.in/>). Incomplete applications and applications not supported by relevant documents as claimed in the application will be summarily rejected. **If a candidate is applying for more than one post, separate applications should be submitted for each post and prescribed fee should be paid alongwith each application.****
5. **No hard-copy of the application or supported documents need to be sent to the Institute.** Candidates working under the Central Govt. /State Govt/Public Sector-Undertakings/ Central Autonomous Bodies etc. have to attach a 'No Objection Certificate' from the current employer alongwith the application form.
6. Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission on online recruitment application.
7. As an Institution of National Importance, IIIT Kottayam strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
8. An application fee as per the following is to be remitted through online banking system/UPI: **Level-12 – Rs. 1000/-, Level 06 - Rs. 500/- and Level 03 - Rs. 250/-.** **SC/ST/PwD and Female candidates are exempted from paying the application fee. In addition to application fee, the online bank's/transaction charges + Service tax, if any, will also have to be borne by the candidate. No other mode of payment will be entertained. The fee once paid will not be refunded or re-adjusted under any circumstances.**
9. Female candidates are encouraged to apply so as to have a workforce which also reflects gender balance.
10. **Candidates are advised to fill the information carefully in the online application form. Institute will not be responsible for any wrong information furnished and will not accept any subsequent requests for making any corrections by the candidate(s). Addition of documents after submission of the application form will not be entertained under any circumstances.** The genuinity and authenticity of the uploaded documents will be the sole responsibility of the applicant and no alteration in the uploaded documents will be entertained in future. In case any information submitted found to be false at later stage, even during reporting for the selection process or after appointment, the candidate will be responsible for the lapse and action, as deemed fit, including termination of service, will be accorded.
11. All further communication(s) will be sent through email only to candidates who are shortlisted.
12. The advertised qualifications, experience and other credentials are the minimum for the positions. Institute reserves the right to restrict the number of candidates to be called for the selection process to a reasonable limit on the basis of qualifications, experience and other credentials higher than the minimum advertised as decided by the shortlisting/selection committee. The decision of the Institute in this regard shall be final and binding on the candidates. No claim of any sort in this regard will be entertained by the Institute.
13. A duly constituted committee will shortlist the candidates to be called for the selection process which comprises written test/technical ability test and/or personal interview. No interim enquiries/ correspondence / communication of any sort will be entertained in the matter.
14. **The Institute is functioning under the PPP model without any financial support from the Govt.(s) for the recurring cost. Hence depending on the financial stability, the Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding.**
15. The applicant appointed in all positions will be on **probation for a period one year.** Confirmation in service after the period of probation will be subject to the assessment of performance as per prescribed criteria and verification of antecedents.



16. In addition to the pay and allowances, benefits like Leave, NPS, Medical Reimbursement etc. will be available as admissible to, in line with the service conditions as contained under the IIIT(PPP) Act & Statutes/directions of the Board of Governors, as amended from time to time.
17. (a) All stages of selection process will be uploaded on the Institute Website.  
(b) Interim correspondences/enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to.  
(c) Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidature.
18. The Institute also reserves the right to regularize / modify the pay scales or other service conditions, if found necessary later on, due to any change in the policy as decided by the BoG of the Institute or under the directions of the Government of India or amendment in the Act /Statutes.
19. Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded on the Institute web site only. Therefore, the candidates are advised to periodically visit the Institute website. No other means of communication will be used for the same.
20. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute or to the other campus/offices of the Institute. Appointments will be offered accordingly as per requirement of the Institute.
21. In case of any dispute, decision of the Director, IIIT Kottayam, shall be final. Legal matters/ disputes, if any, against this selection process will be under the jurisdiction of the Courts in Ernakulam District, Kerala only.
22. **The closing date for submission of online recruitment application through the portal will be December 22, 2025 (05.00 PM).** No application will be entertained after the prescribed closing date.

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(EWS Certificate-Sample)

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

\*Note1: 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.

**OBC Certificate Format****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum\* \_\_\_\_\_ Son / Daughter\* of Shri / Smt.\* \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.

(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.

(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.

(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.

(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.

(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.

(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

(xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.

(xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.

(xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in the \_\_\_\_\_ District / Division of \_\_\_\_\_ State. 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 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

**NOTE:**

(a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional 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 the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**PRESCRIBED PROFORMAE (Sample)**

**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)