INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AGARTALA
अगरतला/AGARTALA – 799046, त्रिपुरा/TRIPURA

No. F.IIITA.2(3-Gen)/Cont/2024/L/ 1589 - 99 .   Date 20-06-2025

सूचना/NOTICE

Rolling Advertisement for the contractual posts of OSD, Administrative Officer (AO) and Institute Engineer (IE) under Indian Institute of Information Technology, Agartala - an Institute of National Importance (INI) established under an Act of Parliament in Public-Private-Partnership (PPP) mode- requires qualified and experienced Retired/ Persons from Central/State Government/Autonomous Bodies/Educational Institutions/Engineering Companies for engagement as OSD, Administrative officer and Institute Engineer on contract basis. Interested candidates may apply through the link available on the institute's website: **http://www.iiitagartala.ac.in**. Candidate is required to upload the requisite information along with a filled application form available in the Institute website, with the copies of certificates and experience (in a single PDF) in the link itself.

Last date of Application (for 1st cycle): 15 days from the date of publication on the institute's website.

The essential qualification and experience required for the engagement of **OSD:**

Essential Qualification	:-	Post Graduate in any discipline or its equivalent from a recognized University / Institute with good academic record.
Experience	.	Retired/Persons from Central/State Government/Autonomous Bodies/ Educational Institutions with relevant experience in the field of Administration/ Accounts/ Establishment/ Stores/ T&P etc with minimum 15 years of experience.
Salary		Consolidated salary Rs. 55,000/- per month

The essential qualification and experience required for the engagement of **Administrative Officer (AO):**

Essential Qualification	:-	Graduate in any discipline or its equivalent from a recognized University/Institute.
Experience	.-	Retired/Persons from Central/State Government/Autonomous Bodies/ Educational Institutions with relevant experience in the field of Administration/ Accounts/ Establishment/ Stores/T&P etc with minimum 10 years of Experience.
Salary	:-	Consolidated salary Rs. 50,000/- per month

The essential qualification and experience required for the engagement of **Institute Engineer (IE):**

Essential Qualification	:-	B Tech in Civil Engineering from a recognized University/Institute.
Experience	:-	Retired/Persons from Central/State Government/Autonomous Bodies/ Educational Institutions/Engineering Companies with relevant experience in the field of Administration/ Accounts/ Establishment/ Stores/T&P etc with minimum 15 years of Experience. Desirable· i. Experience in computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc. ii. On site experience in supervision of execution of Civil works in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination with services. iii. Knowledge of estimation, basic interpretation of structural design /drawing and detail drawings and billing for Civil Works

Salary   :-   Consolidated salary Rs. 50,000/- per month

General Terms and Conditions:

1. This is ROLLING ADVERTISEMENT. Hence, applicants can send applications throughout the year and depending upon the need of the Institute and availability of suitable candidate, interviews will be conducted periodically.

2. **The recruitment is against Non-sanctioned post**

3. The appointment against above posts is purely on contractual basis on a consolidated pay for a fixed duration, initially for one year which may be renewed subject to satisfactory performance. No other allowance shall be admissible.

4. No TA/DA shall be paid for attending the interview.

5. The Institute reserves its right to modify/defer or cancel the advertisement at any stage of processing without assigning any reasons.

6. Incomplete application in prescribed form is liable to be rejected

7. Candidates who will get selected for test/ interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims

8 Original documents along with one set of self-attested copies will have to be produced at the time of test/ interview for verification.

9 Name of the shortlisted candidates will be displayed in the Institute website. Beside, all information regarding selection test/interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner, if, a candidate fails to visit/ access the website in time. Candidates are requested to regularly visit the Institute website i e **http://www.iiitagartala.ac.in** for updated information.

10. Reservation policy is applicable as per Govt. of India norms

11 Canvassing in any manner shall lead to disqualification.

12. Shortlisted candidates shall be informed by email indicating date/time of interview.

13 Last date to apply in current tranche is 30 days from date of issue of Advertisement.

14 **The waiting list may be operated within a period of one(1) year from the date of selection process/interview**

15. The decision of the Institute in all matters will be final. No correspondence/ Interim inquiries will be entertained from the candidates in connection with the process of selection/ interview including reasons for not being called for interview. Any dispute with regard to the selection/ recruitment process will be settled through Arbitration, failing which the matter can be appealed in the Hon'ble high Court of Tripura

16. Upper age limit shall be 62 years for retired Candidates

17. The Institute may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent or background and has suppressed the said information, then his or her services shall be terminated

Mentor Registrar(I/C)
IIIT Agartala

Copy to :-

1. The Director, IIIT Agartala, for kind information.
2. The Nodal Officer, IIIT Agartala.
3. The Chairman, Computing & ICT, with the request to arrange uploading of the same in the Institute Website.

Mentor Registrar(I/C)
IIIT Agartala