



भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे

Indian Institute of Information Technology, Pune

(An Institute of National Importance by an Act of Parliament)

Gat No - 5 & 6, PO - Nanoli-Tarf Chakan, Tah - Maval, Dist - Pune, Maharashtra - 410507

संदर्भ: IIITP/Admin/Outsource/TPO/2025-26/03

Dated: 10th Oct 2025

EMPLOYMENT NOTICE

Engagement of Non-Teaching Staff Purely on Contract Basis through Outsourced Agency

Indian Institute of Information Technology Pune invites application from qualified candidates for engagement of Non-Teaching Staff on Contract Basis through outsourced agency. The details on fixed remuneration, the period of engagement, minimum and other qualification required are provided below.

Candidates are advised to carefully go through the Employment Notice before applying.

A. Details of Position, Minimum Qualifications, Experience and Other Eligibility Criteria:

SN	Name of Position – Contractual Basis	Minimum Qualification	Remuneration Per Month	No. of Position
1.	System Administrator	1. Bachelor's Degree in Computer Science and Engineering / Information Technology / Electronics and Communication Engineering / Networking / MCA 2. 01-year experience OR 1. Master's Degree in Computer Science and Engineering / Information Technology / Electronics and Communication Engineering / Networking OR 1. Diploma in Computer Science and Engineering / Information Technology / Electronics and Communication Engineering / Networking / BCA 2. 02 years of experience. Desirable: Certification: CompTIA Network+/Cisco Certified Network Associate (CCNA)/ Cisco Certified Network/ Professional (CCNP)/ Juniper Network Certification (JNCIA/JNCIP)/ Certified Information	Consolidated pay of Rs. 40,000/- only	01

		Systems Security Professional (CISSP)/ Microsoft Certificate: Azure Network Engineer Associate		
2.	Electrician	ITI Certificate in Electrician Trade from a recognized institute with a Minimum of 02 years of relevant work experience in electrical maintenance, repair, and installation in institutional or industrial setups. OR Diploma with Electrical Engineering Desirable: Knowledge of electrical safety standards and statutory regulations	Consolidated pay of ₹25,000/- to ₹30,000/- per month , based on experience and competence.	03
3.	Receptionist	Bachelor's Degree with proficiency in MS Office, good communication skills in English & Hindi, with minimum 01-year relevant experience	25,000/- Consolidated	01

B. PERIOD OF ENGAGEMENT:

Duration of Engagement of Contractual Staff shall be through Outsourced agency for the period of 01 year, and may be extended further, on basis of performance review and as decided by the Institute, after a mandatory break in service.

As per the Institute Rule, such contractual Staff engaged shall have no claim of permanency at any stage against the regular post(s) which he/she is engaged on Contractual basis.

TERMS AND CONDITIONS

Application Fee

- System Administrator: ₹300 + GST 18% = ₹354/- (non-refundable)
- Electrician: ₹200 + GST 18% = ₹236/- (non-refundable)
- Receptionist: ₹200 + GST 18% = ₹236/- (non-refundable)

Payment is to be made through the Institute's official website: www.iiitp.ac.in

The payment link can be accessed through the following path: IIIT Pune's official website → Fee Section → Link provided below

<https://payments.billdesk.com/bdcollect/bd/indianinstituteofinformationtechnologyipuneii/16417>

(Agency Name to be filled: NA), after payment, please mention the reference number in Google form.

- i. The above – mentioned remuneration is only indicative and actual remuneration will be fixed based on Qualification, experience and performance during the interview process.

Mode of Selection

**Selection will be based on Personal Interview only.
No TA/DA will be provided for attending the selection process.**

Interview Venue

Indian Institute of Information Technology (IIIT), Pune
Via – MIDC Road, Gat No. 5 & 6, Village – Nanoli-Tarf Chakan
Post – Talegaon, Tal – Maval, District – Pune, Maharashtra – 410507

Position	Date	Reporting Time (for Document Verification)	Interview Time
System Administrator	27-10-2025	10:00 A.M	10:30 A.M
Electrician	16-10-2025	10:00 A.M	10:30 A.M
Receptionist	16-10-2025	2.00 A.M	2:30 A.M

Note: Candidates are requested to fill in the application form enclosed at Annexure-I and bring it along with all required self-attested documents at the time of reporting.

1. The necessary documents as listed below (self- attested photocopy) are required to be attached along with the resume.

Educational / Professional Certificates.

- a) 10th, 12th, Graduation, Post Graduation (if applicable) Certificates.
 - b) Birth Certificate/Any other relevant Certificate possessing the date of birth.
 - c) Work Experience Certificate (if applicable)
 - d) PAN Card copy
 - e) Aadhaar Card copy
 - f) Copy of EPF/ESIC Card (Pervious employer-if applicable)
 - g) Bank passbook. Copy mentioning the bank Account details
2. Candidates are advised to satisfy themselves, before applying, that they possess at least the minimum essential qualifications, furnished with clarity, as laid down in the Employment Notice.
 3. The prescribed qualification and experience are the minimum eligibility criteria and mere possession of the same does not entitle candidates to be called for Selection Committee/Interview.

4. Applications should be supported by self-attested relevant documents in all respects. Claims of Educational Qualifications should be supported by Marksheets (mandatory) and Certificates. Applications not supported by relevant documents shall be summarily rejected.
5. Application after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date shall not be considered. Canvassing directly or indirectly at any stages of the engagement processes will lead to disqualification.
6. Candidate must attain minimum 18 (eighteen) years of age.
7. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letterhead, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
8. **Candidates are requested to provide their active e-mail address/Mobile number in the application form for easy communication.**
9. The Institute shall verify the antecedents or documents submitted by a candidate, at any time, at the time of engagement or during the tenure of engagement. In case of fake documents, clandestine antecedents or suppression of information, engagement in the Institute may be terminated at any time.
10. IIIT Pune reserves the right to cancel the Employment Notice, in respect of any of the Non-Teaching on Contractual positions without assigning any reasons thereof. IIIT Pune reserves the right to engage or not to engage the Non-Teaching on Contractual positions advertised without assigning any reasons thereof.
11. Legal disputes, if any, will be restricted within the jurisdiction of Hon'ble Bombay High Court, Bombay only. The Govt. of India is striving for gender balance in Government jobs. Women Candidates fulfilling the eligible criteria are encouraged to apply.
12. Any Addendum/Corrigendum to the Employment Notice will be notified only in the Institute's website (www.iiitp.ac.in). Hence candidates are advised to visit the Institute's website regularly.
13. The candidate is responsible for the correctness and authenticity of the information provided in the Application. If it is found, later, that any information given in the Application is incorrect/false, the candidature/engagement is liable to be cancelled/terminated at any time.
14. In case of any inadvertent mistake in the Employment Notice and in the process of selection, which may be detected at any stage, even after issue of Engagement Order, IIIT Pune reserves the right to modify/withdraw/cancel any communication made to the candidate.
15. Grammatical errors/Spelling mistakes may be avoided.
16. **No TA/DA will be paid for attending the presentation and/or interview.**
17. Decisions taken by IIIT Pune in any matter of engagement process shall be final.
18. No correspondence whatsoever will be entertained from candidate(s) regarding reason for not being called for Interview/ Outcome of Interview.

**Sd/-
Registrar**



APPLICATION FORM

Instructions:

1. Fill in all fields clearly in block letters.
2. Attach self-attested copies of all relevant documents.
3. Incomplete applications or applications without required documents will not be considered.

Name of Candidate

Father's / Husband's Name

Active Mobile Number

Active Email ID

Date of Birth -

(MM / DD / YYYY) _____

Gender -

- Male
- Female
- Transgender

Marital Status -

- Singles
- Married
- Other: _____

Nationality -

PWD (if applicable) -

Aadhar Card Number –

PAN Card Number -

Educational Qualifications

Qualification	Specialization (if any)	Percentage / C.G.P. A	sYear of Passing	Attach Certificate (Yes/No)
SSC / 10th				
HSC / 12th				
ITI				
Diploma (if any)				
Graduation (if any)				
Post-Graduation (if any)				

Any Other Courses / Training

Work Experience (if any)

Why do you wish to join IIIT Pune?

(Maximum 1000 words)

Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that providing false information or withholding relevant information will disqualify me from consideration for the post.

Place: _____

Date: _____

Signature of Candidate: _____