



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT

भारतीय सूचना प्रौद्योगिकी संस्थान सोनीपत

(An Autonomous Institute of National Importance under Act of Parliament)

Email: sonepatiit@gmail.com, website: www.iitsonepat.ac.in

Advt. No.: IIITS/Estt./RECT./2025/03

Date: 12.08.2025

Advertisement for Non-Teaching Positions (On Contract)

Indian Institute of Information Technology, Sonepat (IIIT Sonepat) is an Institution of National Importance established in 2014 under the provisions of the Indian Institute of Information Technology (Public-Private Partnership) Act, 2017.

Currently, the Institute is offering B.Tech programs in Computer Science & Engineering, Information Technology and CSE (Data Science and Analytics). It also offers Ph.D program in five disciplines:- Computer Science & Engineering, Information Technology, ECE, Mathematics and English.

IIIT Sonepat invites applications to fill up the following posts on contract basis.

Sr No	Non-Faculty Post (on contract)	Consolidated Remuneration per Month
1.	Account officer	Rs.60000/-
2.	Executive Engineer (Civil)/ Electrical	Rs.40000/- to Rs. 55000/- (As per Experience)
3.	Junior Engineer (Civil)/ Electrical	Rs.30000/-
4.	Lab Technician	Rs.30000/-

The essential, desirable qualifications and experience for the above posts are as under:

1. Account Officer

Essential: B.Com with 12 years experience

OR

M.Com with 8 years experience

Desirable:

- CA/ICWA/CS
- Adequate computer knowledge, especially in Tally accounting package.
- Candidate having familiarity and understanding of Purchase matters and having knowledge of General Financial Rules (GFR), Public Financial Management system, statutory compliance including finalization of accounts and preparation of financials etc.
- Retired official may be preferred.

Age limit: Not exceeding 65 years of Age at the time of engagement.

Consolidated Remuneration: - Rs. 60,000/- per month

2. Executive Engineer (Civil/Electrical)

Essential: First class B.E/B.Tech in relevant field with 8 years relevant experience
or
First class M.E/M.Tech with 5 years relevant experience.

Desirable:

- i. Experience in construction or project of multi stories buildings and have experience in planning/ estimation/ measurement/ Tendering/maintenance of building as per the CPWD/PWD norm.
- ii. Good Knowledge of CPWD manuals, preparation/checking of estimates/ drawings structure details/bill of quantities. Substitutes/deviation items statement and other associated issues related with building.
- iii. Knowledge of LT and HT DG sets, substations, air-conditioning, lift and sewerage system.
- iv. Retired official may be preferred

Age limit: Not exceeding 65 years of Age at the time of engagement.

Consolidated Remuneration: - Rs. 40,000/- to Rs. 55,000/- per month (as per experience)

3. Junior Engineer (Civil/Electrical)

Essential: B.E/B.Tech (Civil/Electrical) with 2 years' Experience
or
Diploma in Engineering (Civil/Electrical) with 5 years' experience

Desirable:

- i. Knowledge of Computer applications viz word processing, Spread sheet, AutoCAD and MS project.
- ii. On site experience in supervision of execution of civil/electrical works institutional projects including of contract management, Tendering, planning, budgeting, maintenance cost control estimation & billing, quality control and coordination with services.
- iii. Knowledge of estimation, basic interpretation of structural design/ drawing and detail drawings and billing of civil works.
- iv. Cable of assistance in running operation repair and maintenance of electrical systems, DG sets, execution of Electrical system HT/LT in large Institutional projects etc.

Age limit: Not exceeding 45 years of Age at the time of engagement.

Consolidated Remuneration: - Rs. 30,000/- per month

4. Lab Technician

Essential: B.E./B.Tech (CSE/IT/ECE/EE/EEE)/MCA or its equivalent in relevant area.

OR

Diploma in CSE/IT/ECE/EE/EEE or relevant fields with three years experience

Desirable:

- i. Experience in the area of Networking, Computer Programming, MIS management, Computer hardware and digital circuits etc.
- ii. Knowledge of proper functioning of lab equipment and report faults promptly, Managing lab inventories and maintain usage records, installations & system updates and IT and safety protocols.

Age limit: Not exceeding 45 years of Age at the time of engagement.

Consolidated Remuneration: - Rs. 30,000/- per month

Note: - The last date for submission of application is 29th August 2025 up to 5.00 pm.

GENERAL INSTRUCTIONS/ INFORMATION TO CANDIDATES

1. The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.
2. Candidates should submit self-attested photocopies of required certificates and other documents, in support of their claims in the applications such as age, educational qualifications, experiences, etc., along with the application. If any of the claims of a candidate is found to be incorrect at later stage, it will lead to rejection of his/her candidature.
3. The qualification prescribed should have been obtained from recognized University/Institute.
4. The prescribed essential qualifications/ experiences indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test/ Interview.
5. Any experience gained after the minimum qualifying degree will only be taken into consideration.
6. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
7. The Institute reserves the right to restrict the number of candidates called for written/ skill test/ interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
8. The selected candidate's members will be required to discharge their duties at IIIT Sonapat or as directed by the Competent Authority.
9. The institute reserves the right not to fill any posts advertised and to reject any or all applicants without assigning any reason.
10. Candidate shall have to produce original documents at the time of appearing for test/interview.
11. No TA/DA shall be paid to the candidates attending the Written Test/Skill Test/ Interview.
12. Applications received through E-mail/ incomplete/ not on prescribed format/ without self-attested copies of relevant documents/ not through proper channel will not be considered.
13. Candidates shortlisted for Test/Interview will be informed through email of the applicant given in the application form. Therefore, candidates are advised to mention their correct and active e-mail address in the application form.
14. Canvassing in any form/ bringing in any influence or otherwise will be treated as a disqualification for the post. Interim enquires will not be entertained. If it is found at any stage that any information given in the application is incorrect/ false, the candidature/ appointment is liable to be cancelled/ terminated.

15. Candidates are advised to visit the Institute website iiitsonapat.ac.in periodically for updates regarding the recruitment process. No correspondence whatsoever will be entertained from candidates regarding the reason for not being called for interview/outcome of interviewed.
16. The recruitment process may be cancelled by the competent authority at any time without assigning any reason and no candidate will have any claim to be called for interview /selection/ or issue of appointment letter.
17. All Original documents with one set of self-attested copies and four passport size recent photographs of the candidate will have to be produced at the time of interview for verification (if shortlisted).
18. In case of any inadvertent mistake in the process of selection detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidates.
19. Decision of the Selection Committee of IIIT Sonapat with respect to the selection process is final. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Sonapat.
20. The date of determining the eligibility of candidates in every respect i.e., qualifications, Experience and preferred age limit etc. shall be considered as on the closing date.
21. These posts do not confer for any right to claim continuous employment.
22. The copy of the application form duly signed and enclosed with the Self- Attested photo-copies of certificates/testimonials, etc., should reach

The Director,

Indian Institute of Information Technology, Sonapat,

Transit Campus:- SBIT, Palri, Meerut Road

Sonapat- 131023, Haryana

by Speed Post/Registered Post on or before **29.08.2025 upto 5:00 PM** super scribe on the envelope cover **APPLICATION FOR THE POST OF** The Institute shall not be responsible for any postal delay.

1. Submission of Documents /Certificates:

The Self- attested copies of following documents are required to be attached with the Application Form failing which the application shall not be evaluated and shall stands summarily rejected:

1. The hard copy of the Prescribed Application Form duly signed by the applicant on each page.
2. 10th Standard Certificate.
3. 12th Standard Certificate/Diploma Certificate
4. Graduation Mark-Sheets for all years.
5. Graduation Degree Certificate.

6. Master's Degree and Mark-Sheets for all semesters.
7. Original Documents and Id Proof would have to be produced during the Documentation Verification Process to be undertaken on the date of Interview failing which the Candidate may not be allowed to appear for the Selection Process.

The application form shall be accompanied by self-attested copies of all the relevant supporting documents with page numbers.

Date: - 12.08.2025
Place: - Sonapat

Establishment Section
IIIT Sonapat



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Email: sonapatiit@gmail.com, website: www.iiitsonepat.ac.in

Advt. No.: IIITSNP/RECT/2025/03

FOR OFFICE USE ONLY	
APPL. NO.	DATE:

Application form for Non-Teaching Positions (On Contract)

PASTE HERE YOUR
SIGNED RECENT
PASS-PORT SIZE
PHOTOGRAPH

1. Name of the Post (i)
Applied For

General Information

3. Personal Details: -

- (a) Name in Full:
- (b) Father's/Husband's Name.....
- (c) Mobile No.: -
- (d) Email ID: -
- (e) Date of Birth (As recorded in Matriculation or equivalent Certificate)
- (f) Date.....Month.....Year.....
- (g) Age (As on the last date for receiving of application):Years.....MonthsDays
- (h) Nationality:
- (i) Marital Status: Married / Unmarried
- (j) Gender: (k) Aadhaar/Passport No:
- (l) Category: General/ST/SC/OBC/EWS.

(I) **Address: -**

For Communication	Permanent
Address:	Address:
Pin:	Pin:
Phone:	Phone:
E-mail	E-mail

4. Educational Qualifications (*) (from Matriculation onwards):

Examination	Board / University	Year of Passing	Marks			Class/Grade	Subject(s)
			Obtained	Out of	% of Marks		
Matriculation							
Higher Secondary							
Bachelor's Degree							
Master's Degree							
M. Phil./ Ph. D.							
Technical Qualifications (if any)							
Computer Qualifications							
Any other Qualification (if any)							

(Note: (*)) Please attach separate sheets if the space is insufficient)

5. Details of Experience in chronological order (Attach separate sheets if the space is insufficient)

Sr No	Organization	Post	Duration		Experience		PB & Grade-Pay / Pay Level	Specify exact nature of experience	Temp / Regular / Permanent
			From	To	Y	M			
1									
2									
3									
4									

6. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient).

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7. In case of the present employment whether on deputation basis or on regular basis, please state: -

- (a) Date of initial appointment
- (b) Period of appointment on deputation
- (c) Name of the parent office/organization to which you belong

8. Name and Address of minimum two References.

(Referees should be familiar with your academic/ Professional Work and should not be relatives)

First Referee:

Name:

Position:

Address:

Email ID:

Phone No:

Mobile No:

Second Referee:

Name:

Position:

Address:

Email ID:

Phone No:

Mobile No:

9. Have you ever been discharged /suspended from any position? **(Yes/No)**

If Yes, provide particulars:

10. Have you ever been convicted by court of Law? **(Yes/No)**

11. I hereby declare that I have carefully gone through the **advertisement and recruitment rules** and have understood it. Further, I certify that all particulars provided by me in this application form are true, complete and correct to the best of my knowledge and belief. There has been no suppression of any material facts. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I have enclosed self-attested copies of documents (relevant certificates, degrees, testimonials etc.) in support of my application.

Place.....

Signature
(Name of the Applicant)

Date.....

(Encl: As above)

CHECK LIST

1.	Have you signed on your application? (Tick √ Yes or No)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
2.	Have you attached the Self - Attested Copies of all the Certificates/Testimonials? (Tick √ Yes or No)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.	Have you enclosed Self Attested copy of proof of Age? (Tick √ Yes or No)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
4.	Have you pasted your photograph on your application? (Tick √ Yes or No)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
5.	If you are employed, have you forwarded your application through proper channel? (Tick √ Yes or No)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>