अटल बिहारी वाजपेयी—
भारतीय सूचना प्रौद्योगिकी एवं प्रबन्धन संस्थान, ग्वालियर
(भारत सरकार का स्वशासी संस्थान)
मुरैना लिंक रोड, ग्वालियर—474015

अटल बिहारी वाजपेयी— भारतीय सूचना प्रौद्योगिकी एवं प्रबन्धन संस्थान, ग्वालियर, भारत सरकार का एक स्वशासी संस्थान है। संस्थान द्वारा निम्न अशैक्षणिक रिक्त पदों की पूर्ति हेतु आवेदन पत्र आमंत्रित किये जा रहे हैं—

अशैक्षणिक रिक्त पदों की पूर्ति हेतु विज्ञापन

विज्ञापन क्रमांक 12 / 2012

क्र.	पद का नाम	पद संख्या				वेतन		
		अनारक्षित	अ.जा.	अ.ज.जा.	अ.पि.व.	वे. बैण्ड	बैण्ड पे	ग्रेड पे
1	सिस्टम एनालिस्ट	1	—	—	—	पीबी—3	15600—39100	5400
2	असिस्टेन्ट रजिस्ट्रार	2	—	—	1	पीबी—3	15600—39100	5400
3	आई.सी.टी.वर्कशाप इन्स्ट्रक्टर	1	—	—	—	पीबी—3	15600—39100	5400
4	पी.ए. / स्टैनो	—	—	—	1	पीबी—2	9300—34800	4200
5	एकाउन्टेन्ट	—	—	—	1	पीबी—2	9300—34800	4200
6	असिस्टेन्ट	—	1	—	1	पीबी—2	9300—34800	4200
7	असि.इजीनियर (सिविल)	—	—	—	1	पीबी—2	9300—34800	4600

निर्धारित प्रारूप में पूर्ण रूप से भरा हुआ आवेदन प्राप्त करने की अन्तिम तिथि 31.12.2012 है। शैक्षणिक योग्यता, अनुभव एवं अन्य संबंधित जानकारी संस्थान की बेवसाइट www.iiitm.ac.in पर उपलब्ध है।

ATAL BIHARI VAJPAYEE –
Indian Institute of Information Technology & Management, Gwalior
(An Autonomous Institute of MHRD)
Morena Link Road, Gwalior - 474015

ABV-IIITM, Gwalior is a premier institute set up by Government of India with the objective of imparting education and conducting research of par excellence in the fields of Information & Communication Technology and IT-enabled Management. The Institute is inviting application for recruitment to the following non-faculty positions:

Non-faculty Positions
Adv. 12/2012

S. No.	Name of Post	No. of Post (s)				PAY		
		UR	SC	ST	OBC	PB	Band Pay	Grade Pay
1	System Analyst	1	-	-	-	PB-3	15600-39100	5400
2	Assistant Registrar	2	-	-	1	PB-3	15600-39100	5400
3	ICT Workshop Instructor	1	-	-	-	PB-3	15600-39100	5400
4	PA/ Steno	-	-	-	1	PB-2	9300-34800	4200
5	Accountant	-	-	-	1	PB-2	9300-34800	4200
6	Assistant	-	1		1	PB-2	9300-34800	4200
7	Asstt. Engg. (Civil)	-			1	PB-2	9300-34800	4600

Last date for Receipt of Applications in Prescribed format: 31st December 2012
For further details regarding qualification, experience etc. kindly visit our website **http://www.iiitm.ac.in**

Dated: 4th December 2012   **Registrar**

Atal Bihari Vajpayee –
Indian Institute of Information Technology & Management, Gwalior
(An Autonomous Institute of MHRD)
Morena Link Road, Gwalior - 474015

विश्वजीवनामृतं ज्ञान

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Non-faculty Positions
Adv. 12/2012

S. No	Name of posts	Scale	Category	No. of posts	Qualification & Experience
1	System Analyst	Pay Band 15600-39100 and Grade Pay 5400/- (PB-3)	UR	01	Post graduate in Engineering/Software Engg. and Technology/MCA with 1 year post qualified experience in Computer Centers of Institute or IT Department of Industry. **OR** First class graduate Engineer in Computer/ Electronics with 3 years post qualification experience in the relevant field.
2	Assistant Registrar	Pay Band 15600-39100 and Grade Pay 5400/- (PB-3)	UR-2 OBC-1	03	**Essential:** Master's Degree with at least 55% marks or its equivalent grade of "B" in the UGC seven point scale; along with good academic records and minimum 8 years in responsible supervisory position. **Desirable:** Knowledge of Government rules and experience of working at supervisory Government funded academic institutions. Candidates should have a desirable leadership qualities and requisite experience in one of the following Procedures/ Accounting/ Auditing Administrative matters including Recruitment, Establishment rules, handling of disciplinary and legal matters **or** Academic matters such as conduct of examination, maintenance of student records, award of scholarship, degree etc. Procurement of equipments, consumables, instruments, furniture and fixtures and rules and regulations related to stores purchase, stores accounting, stock verification etc. and Government procedures for importing items from abroad Rules and regulations concerning all matters pertaining of students academic records, senate records and implementation of senate decision, award of scholarships, organization of annual convocation etc. and ability to organize and supervise the compute desirable.
3	ICT Workshop Instructor	Pay Band 15600-39100 and Grade Pay 5400/- (PB-3)	UR	01	Bachelor degree in Electronics & Communication Engineering/Computer Engineering with 08 years experience in R&D organization./technical institute, out of which at least 5 years experience in handling the Labs. The responsibilities might include: Analyzing system logs and identifying potential issues with computer systems. Introducing and integrating new technologies into existing data center environments. Performing routine audits of systems and software. Performing backups. Applying operating system updates, patches, and configuration changes. Installing and configuring new hardware and software. Adding, removing, or updating user account information, resetting passwords, etc. Answering technical queries. Responsibility for security. Responsibility for documenting the configuration of the system. Troubleshooting any reported problems. System performance tuning. Ensuring that the network infrastructure is up and running.

4	PA/Steno	Pay Band 9300-34800 and Grade Pay 4200/- (PB-2)	OBC	01	Graduate / Diploma in Management/ Diploma in Office Management with 100/40 wpm speed in shorthand and typewriting. Working Proficiency in computer package for modern office use. At least 8 years experience in a reputed organization preferably in educational institute. Preference will be given to the candidates with good academic records, experience of working in a reputed management/technical institutes, excellent Communication skills and computer skills. Shorthand and typing in Hindi & English will be preferred.
5	Accountant	Pay Band 9300-34800 and Grade Pay 4200/- (PB-2)	OBC	01	Master Degree (with 50% marks) in Commerce. 5 Years experience in maintenance of accounts in Government Educational institutions/Universities/ Working knowledge of accounting software/Tally and institutional accounting systems is desirable.
6	Assistant	Pay Band 9300-34800 and Grade Pay 4200/- (PB-2)	OBC-1 SC-1	02	Graduate/Diploma in Management/Diploma in Office Management. Computer Proficiency: Modern office software/ Word Processing Speed 40 wpm. Also exposure to Internet and Web. Minimum 5 years experience at Junior Assistant Level. Preference will be given to the candidates with good academic records, experience of working in a reputed management/technical institutes, excellent communication skills and computer skills.
7	Assistant Engineer (Civil)	Pay Band 9300-34800 and Grade Pay 4600/- (PB-2)	OBC	01	First class degree in Civil Engineering with 05 years experience of inspection/supervision and building of civil engineering work especially building. Water supply, sanitation, road etc. Post Graduate qualification in Civil with estate management experience in comparable autonomous educational Institute will be preferred.

GENERAL INFORMATION:-

- Those who are in employment must send their application through proper channel and in the Prescribed Format (available on website www.iiitm.ac.in).
- Mere possession of advertised qualifications and experience does not entitle one to be called for interview.
- The institute reserves the right to restrict number of applicants to be called for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed.
- The Institute also reserves the right to relax minimum eligibility condition in exceptional cases.
- Reservation for SC/ST/OBC and physically handicapped is as per Govt. of India rules.
- Relaxation in age would be admissible as per central Government rules.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- Canvassing in any form will disqualify the candidates
- Incomplete applications and applications not in prescribed format will be rejected.
- Candidates must send a demand draft for Non-Faculty Position of Rs. 200/- (SC/ST Candidates will be exempted from fee) drawn on any Nationalized Bank in favor of **Director ABV-IIITM, Gwalior**, payable at Gwalior along with their application in the prescribed Format to: Registrar, ABV-IIITM, Morena Link Road, Gwalior-474015
- Envelope should be superscripted as "Application for Non-Faculty Position".
- Last date for Receipt of Applications in Prescribed format: **31st December 2012**
- For further details, kindly visit our website **http://www.iiitm.ac.in**

Dated: 4th December 2012   **Registrar**