भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur
"An Institution of National Importance by an Act of Parliament"
S No. 140,141/1, Behind Br. Sheshrao Wankhede Shetkari Soot Girni,
Village: Waranga,Po. Dongargoan (Butibori), district: Nagpur(Maharstra)-441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

Advt. No.: IIITN/ADMIN/2026-27/TPC /002 **Date: 30/10/2026**

Recruitment Notice for Non-Teaching Contractual Positions to be engaged through Third Party Manpower Supply Service Agency

The applications are to be filled Online Only through the Recruitment Portal of the Institute. The link to Recruitment Portal is available on the Institute Website viz. www.iiitn.ac.in.

Indian Institute of Information Technology, Nagpur (IIITN) is one of the 20 Indian Institutes of Information Technology established under Public-Private Partnership Scheme by Ministry of Education (MoE), Government of India. IIITN has been declared as an "**Institution of National Importance"** under the provisions of IIIT (PPP) Act, 2017 and at present the Institute is functioning under Department of Higher Education, Ministry of Education and is supported by Department of Higher Education, Government of Maharashtra, Tata Consultancy Services, Mumbai, and Haldiram Food International (Pvt.) Ltd., Nagpur as Industry Partner.

IIIT, Nagpur is offering Under Graduate and PhD Programs in Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE) and Basic Sciences (BS), Artificial Intelligence & Machine Learning, Data Science & Analytics, Human Computer Interaction & Gaming Technology and Internet of Things.

The Institute is located at a distance of about 25 Kms from the Nagpur City at Survey. No. 140,141/1, Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur – 441108 (Maharashtra).

The Institute invites applications from eligible candidates for the following Non-Teaching Contractual Positions to be engaged through Third Party Manpower Sourcing Agency:

1. Name of the Post: Senior Officer (Training & Placement) – One Post

Job Description: He / She will assist the Registrar / Faculty In-Charge (T&P) mainly in all the matters related to Students Placements / Internships. He / She is expected to have knowledge and ability to compile & analyze student's data, interact with Industries and must have domain knowledge like Pre-Placement Procedures, Arrangement of Aptitude Test, Group Discussions, Technical as well as HR Interviews, Institute-Industry Interaction etc.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required. Proficiency in computer operations is a must.

Reporting to: Registrar or as advised by the Competent Authority from time to time.

Qualification & Experience: Graduate in any discipline from recognized University / Institute with **Training & Placement Work Experience of at least Five years** is essential.

Experience in Educational Institute of national repute like IITs / NITs / IIITs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English / Hindi is essential.

The Supporting Documents duly signed by the Competent Authority specifically for Training & Placement Experience needs to be invariably attached / uploaded along with the application.

Salary & Allowances: Rs. 80,000/- Per Month. (Consolidated)

2. Name of the Post: Officer (Training & Placement) – One Post

Job Description: He / She will assist the Registrar / Faculty In-Charge (T&P) mainly in all the matters related to Students Placements / Internships. He / She is expected to have knowledge and ability to compile & analyze student's data, interact with Industries and must have domain knowledge like Pre-Placement Procedures, Arrangement of Aptitude Test, Group Discussions, Technical as well as HR Interviews, Institute-Industry Interaction etc.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required. Proficiency in computer operations is a must.

Reporting to: Registrar or as advised by the Competent Authority from time to time.

Qualification & Experience: Graduate in any discipline from recognized University / Institute with **Training & Placement Work Experience of at least Two years is** essential.

Experience in Educational Institute of national repute like IITs / NITs / IIITs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English / Hindi is essential.

The Supporting Documents duly signed by the Competent Authority specifically for Training & Placement Experience needs to be invariably attached / uploaded along with the application.

Salary & Allowances: Rs. 65,000/- Per Month. (Consolidated)

3. Name of the Post: Student Counsellor – Two Post (01 Male and 01 Female)

Job Description: The job would involve active counseling of students largely in the 18-28 age groups as well as adults of above 28 age, organisational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.

The Counsellor would be the point of contact for student if they require interpersonal/ emotional counseling.

The Counsellor will maintain confidentiality but shall report to the Competent Authority of any extreme case that demand Institution/ Family intervention.

The Counsellor shall conduct workshops, talks and group discussions from time to time to help the students with their academic, interpersonal and emotional needs.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required. Proficiency in computer operations is a must.

Desirable: Additional qualification in Mental Health or Counselling.

Reporting to: Associate Dean (Student Welfare), Registrar or as advised by the Competent Authority from time to time.

TERMS & CONDITIONS

1. The Counsellor shall visit the Institute from Monday to Saturday (09:30 AM to 6 PM) or as decided by the competent authority.
2. The Counsellor will be available for consultation in case of emergency during holidays/odd hours as per the requirement of the Institute.
3. In case of a pandemic like COVID-19, if a lockdown/ curfew is imposed by the Central/State Govt. the Counsellor will have to provide/conduct online counselling through an online platform to the students/staff of the institute.
4. The Counsellor shall maintain a database of the mental well-being of the student/employees.

QUALIFICATION & EXPERIENCE:

Essential: B.A/B.Sc. (Psychology) with certificate of Diploma in Counselling with minimum of Three-Year Experience in providing counselling to students at Educational Institutes.

OR

M.A/M.Sc. (Psychology) with minimum of Two Year Experience in providing counselling to students at Educational Institutes.

OR

MBBS with Master's/Diploma in Psychiatric Medicine, with minimum of One-Year Experience in providing counselling to students at Educational Institutes.

Experience in Educational Institute of national repute like IITs / NITs / IIITs will be a distinct advantage. The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English / Hindi is essential.

Salary & Allowances: Rs. 60,000/- Per Month. (Consolidated)

4. Name of the Post : Junior Technical Officer (CSE)-Three Posts

Job Description: He She will be responsible for lab & equipment maintenance and all activities related to lab work, IT, Networking, Email Handlings etc and is expected to have knowledge and ability to execute various tasks related to above work. Proficiency in computer operations is a must.

He / She must have domain knowledge like System Maintenance & Troubleshooting. OS Installations, Driver Installations, Maintenance of Servers. Networking, WiFi Settings, Wired & Wireless LAN etc and basic programming knowledge of Python, Java, C++, C. Routing etc.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required.

Reporting to: HoD / Registrar or as advised by the Competent Authority from time to time

Qualification & Experience: Graduation (B.Tech/B.E) in Computer Science & Engineering, Information Technology from recognized University / Institute. Post-Graduation in relevant field with minimum 55% marks shall be preferable.

Work experience of one year shall be preferable. Experience in Educational Institute of national repute like IITS/NITs/IIITs will be a distinct advantage.

The candidate should be able to work independently and should have excellent communication and interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 30,000/- Per Month (Consolidated)

Age: Not exceeding 30 years.

5. Name of the Post : Junior Technical Officer (ECE)-Three Posts

Job Description: He / She will be responsible for lab & equipment maintenance and all activities related to lab work. IT. Networking. Email Handlings etc and is expected to have knowledge and ability to execute various tasks related to above work. Proficiency in computer operations is a must.

He / She must have domain knowledge like basic concepts of Electrical Engineering, Circuit Law, AC Fundamentals, Electrical control circuits, Sensors, transducers, Basic ICs SMPS, UPS Electronics and Communication-Networks, Electronic Devices, Analog Circuits, Digital circuits, RL, RC, RLC Circuits, Circuits using Diodes. Transistors and Op amps, Timer 555. Logic Gates, Flip Flops & Counters, Shift registers, MUX, Decoders, Signals and Systems, Control Systems, Communications Electromagnetic, DSO, PCB rework. Electronics Tools like pspice, cadence, MATLAB, Network Simulator etc. Latest Technologies like Antenna, SDR Kit, Cognitive Radio, Wireless Communication etc.

The candidate having experience related to issues associated with Computer Networking. System Installation & Maintenance. LAN/WAN, operations & maintenance of connected devices like Printers, Routers etc shall be given preference.

He / She would also have to execute various administrative tasks related to any other Administrative Section as and when required.

Reporting to: HoD / Registrar or as advised by the Competent Authority from time to time

Qualification & Experience: Graduation (B.Tech/B.E) in Electronics & Communication Engineering, Electrical Engineering from recognized University / Institute. Post-Graduation in relevant field with minimum 55% marks shall be preferable.

Work experience of one year shall be preferable. Experience in Educational Institute of national repute like IITs/NITS/IIITs will be a distinct advantage.

The candidate should be able to work independently and should have excellent communication am interpersonal skills and multi-tasking abilities. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 30,000/- Per Month (Consolidated)

Age: Not exceeding 30 years.

General Information and Instructions to Applicants:

1. The positions are purely temporary & contractual in nature for a period of 11 Months with provision for subsequent extensions as per Institute Policy subject to performance. The positions shall be filled through the Third-Party Manpower Supply Service Agency. Decision of the Director shall be final in all respect.
2. The Institute reserves the right to reject any /all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
3. The Institute reserves the right to increase or decrease the number of posts to be filled as per the sole discretion of the Director.
4. No TA/DA and/or Lodging/Boarding will be paid for attending the Interview.
5. **Accommodation shall be provided for attending the interview on "First cum First" and paid basis subject to availability.** Candidates are advised to note that the availability of accommodation is not guaranteed. The relevant details regarding Guest House Availability are provided on the Institute Website.
6. The Interviews shall be held in Offline Mode, the dates of which shall be intimated to the eligible candidates in due course.
7. The applications are to be filled Online through the Recruitment Portal of the Institute. The link to Recruitment Portal is available on the Institute Website viz. www.iiitn.ac.in. **The Applicants are not required to send the hard copy of the Online Application Form.**
8. Candidates are advised to fill the Online Prescribed Application Form within the stipulated time. **The Recruitment Portal shall be closed on due date & time.** ***The candidates would have to upload the relevant supporting documents online.***
9. ***The Candidate will have to bring the original documents along with one complete set of self-attested photocopies of the Online Application and supporting documents at the time of interview for verification.***
10. At the time of verification of documents, if documents are not as per Institute's criteria or originals are not presented then candidate will not be allowed to attend Interview / selection shall be cancelled. Hiding information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
11. All qualification, experience and age limit will be recognized as on the closing date of receipt of the application.
12. **The Institute reserves the right to set higher norms than minimum while short listing taking into account the specific requirements of the Institute. The short-listing norms shall be binding on the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants. Fulfillment of qualifications per-se does not entitle a candidate to be called for the interview.**
13. The Institute may conduct Written Test and/or Interviews depending on the number of applications received. The decision of the Director, IIITN shall be final regarding the same.
14. Any modification/correction/addition etc. if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
15. Institute reserves the right to offer lower post to the candidate if otherwise found suitable.
16. No correspondence regarding reasons for not short listing the candidate shall be entertained. The decision of the Director shall be final in all respect.
17. The Institute shall communicate, through the Third Party, the relevant details pertaining to the joining only to the selected candidate(s) directly through email. No communication shall be done

/ entertained to / from the candidate(s) who have not been selected.

18. In case of any inadvertent mistake in the process of recruitment detected at any stage, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

19. The appointments to this Non-Teaching Posts are through Third Party Manpower Supply Service Agency and do not automatically create any right or preference towards appointment made on the rolls of IIIT Nagpur in the future.

20. In case of any dispute regarding Recruitment Process, decision of the Director, IIITN shall be final.

21. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.

22. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.

23. The last date for submission of the Online Application through Recruitment Portal is 19th November 2026 (5:00 PM).

DIRECTOR

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