INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT
भारतीय सूचना प्रौद्योगिकी संस्थान सोनीपत
(An Autonomous Institute of National Importance under Act of Parliament)
Email: sonepatiiit@gmail.com, website: www.iiitsonepat.ac.in

Advt. No.: IIITS/Estt./RECT./2025/04   **Date: 06.10.2025**

> **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 (CSE/IT)	Rs.30000/-
5.	Lab Technician (ECE)	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:
   i. CA/ICWA/CS
   ii. Adequate computer knowledge, especially in Tally accounting package.
   iii. 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.
   iv. 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

<div align="center">or</div>

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

<div align="center">or</div>

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 (CSE/IT)

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

OR

Diploma in CSE/IT 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

5. Lab Technician (ECE)

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

OR

Diploma in 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, Communication systems, Maintenance of Electrical equipment etc.
    ii. Knowledge of proper functioning of lab equipment and report faults promptly, Managing lab inventories and maintain usage records, installations & system updates 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 17th November 2025 up to 5.00 pm.

The Candidates who have applied against the Advt. No.: IIITS/Estt./RECT./2025/03 dated 12.08.2025 not need to apply again.

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 Sonepat 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 iiitsonepat.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 Sonepat 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 Sonepat.

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, Sonepat,**
> **Transit Campus:- SBIT, Palri, Meerut Road**
> **Sonepat- 131023, Haryana**

by Speed Post/Registered Post on or before **17.11.2025 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: - 06.10.2025   **Establishment Section**
Place: - Sonepat   **IIIT Sonepat**