

ABV-IIITM GWALIOR

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 applications for direct recruitment to the following Administrative/Technical positions:

Administrative and Technical Positions (Non-Faculty)

	Name	Advt No	No. of posts	Pay Level as per 7 th CPC	Cat e gor y	Upp e r Age Limi t	Qualification & Experience as per RPN 2016	Other Desirable Qualification & Experience
1	Registrar	06/2025	1	L-14	UR	55	<p>A. Essential Qualifications:</p> <p>a) A postgraduate degree with at least 55% marks or its equivalent grade.</p> <p>b) At least 15 years of experience as Assistant Professor in AGP of Rs. 7000/- (or equivalent VI CPC scale) and above along with experience in educational administration;</p> <p>OR</p> <p>8 years of service in the AGP of Rs.8000/- (or equivalent VI CPC scale) and above including as Associate Professor along with experience in educational administration;</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600/- or an equivalent post.</p>	<p>Desirable</p> <p>a) Qualification in the area of Management/ Engineering/ Law and</p> <p>b) Experience in Computerized administration/ Accounts & Finance/ Stores & Purchase/ Legal/ Establishment matters.</p> <p><i>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</i></p>
2	Deputy Registrar	07/2025	1	L-12	UR	55	<p>A post-graduate degree) with at least 55% marks or its equivalent.</p> <p>5 years administrative experience in a post carrying Level-10 (GP 5400) or equivalent in Government/ Government Research Establishments/ Universities/ Statutory organizations/ organization of high repute.</p>	<p>Desirable: Candidates should have leadership qualities and requisite experience in one or more of the following areas :</p> <p>Accounting, Auditing and Financial Procedures/ Administrative matters including Legal, Recruitment, Establishment/ Academic matters such as conduct of examination, maintenance of student records, award of scholarship, degree etc./ Materials Management, Procurement/distribution of materials, import procedure/stores accounting, stock verification etc. Practical experience of using relevant software's in related areas is essential.</p>
3	Sr. Technical Officer	08/2025	1	L-12	UR	55	<p>M.E./M.Tech in CSE/IT discipline in first class with 5 years experience</p> <p>OR</p> <p>First class B.E./B.Tech/ MCA in relevant field with 8 years</p>	<p>(i) Command on Core Programming Languages.</p> <p>(ii) Minimum 3 years experience of handling the equipments used in</p>

							experience at the level of Technical Officer with GP 5400 or equivalent.	<p>UG/PG level engineering courses.</p> <p>(iii) Sound knowledge in Linux, SVN, Database and software development.</p> <p>(iv) Experience of working in a computerized network environment, preferably in Higher Educational Institutions.</p> <p>(v) Experience of Server/Labs related works.</p> <p>vi) Experience of technical leadership within mid to large-size projects/ Govt. funded University/Higher Edu. Institute.</p>
4	Technical Officer	9 2025	1	L-10	EW S	45	<p>B.E/B.Tech/M/Sc (CS/IT)/ MCA first class with 8 years experience</p> <p>OR</p> <p>M.E./M. Tech first class with 5 years experience in relevant area.</p> <p>OR</p> <p>(in case of deputation or absorption)</p> <p>B.E/B.Tech/M/Sc in relevant stream/ MCA with 8 years experience as Technical Superintendent in PB-2 with GP 4600 (10 years of experience for those not meeting educational criteria for Junior Technical Superintendent).</p>	<p>Desirable:</p> <p>(i) Command on Core Programming Languages.</p> <p>(ii) Minimum 1 year experience of handling the equipments used in UG/PG level engineering courses.</p> <p>(iii) Sound knowledge in Linux, SVN, Database and software development</p> <p>(iv) Experience of working in a computerized network environment, preferably in Higher Educational Institutions.</p> <p>(v) Experience of Server/Labs related works.</p> <p>(vi) Experience of working in highly sophisticated instrument lab of Govt. funded University/ Higher Edu. Institute.</p>
5	Assistant Registrar (Legal)	10/ 2025	1	L-10	UR	45	A Post Graduate Degree with at least 55 % marks or its equivalent with excellent academic record. Law degree at	<p>Desirable:</p> <p>i) Professional Qualification in area of Law & Management.</p>

							bachelor or post-graduate level is required.	ii) Experience in handling administrative/ legal/finance/ stores & purchases/ establishment matters. iv) Excellent in oral and written communication. v) Having experience in legal practice or working in academic institution for legal matters will be an added advantage.
	Method of Recruitment: For Sr. No. 1: Direct Recruitment OR Deputation OR Contract basis for a tenure of initially for a period of three (03) years and further extendable for a maximum of another two (02) years or till attaining the age of 62 years whichever is earlier or as fixed by GOI by orders issued in this regard from time to time. For Sr. No. 2, 3, 4 & 5: Direct Recruitment.							

General Information and Instructions:

- Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- Candidates are required to carefully go through the details of qualifications, experience and instructions available on the Institute website. They should satisfy themselves, before applying that they possess at least the minimum essential qualifications, experience etc. as laid down in the advertisement.
- The duly filled in application, together with all the relevant enclosures, should be sent in a sealed envelope superscribed with **“Application for the post of(Name of applied post) in ABV-IIITM Gwalior”** to the address: The Joint Registrar (A&A), ABV-IIITM, Morena Link Road Gwalior- 474015, Madhya Pradesh, through Speed Post/Registered Post so as to reach on or **before 13.10.2025. by 5:00 PM.**
- Applications received after the due date/time will be summarily rejected.
- All qualifications, experience and age limit will be considered as on last date of application submission i.e 13.10.2025.
- All degrees mentioned in the application should have been awarded by an Institute/University recognized by the Government/other Statutory Bodies.
- As an Institute of National Importance, ABV-IIITM Gwalior, strives to have a workforce which reflects all India character and hence candidates from all over the country are encouraged to apply.
- Candidates serving in Govt./Semi Govt./Autonomous/PSUs/Educational Institutes should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE (NOC) from the Competent Authority of the Organization serving, at the time of interview. They can, however, send an advance copy of the application with in the stipulated time. Submission of NOC with application is not mandatory. However, they should submit an undertaking to that effect. Without NOC, candidates, who have not applied through proper channel, will not be allowed to attend the selection process & interview.
- The candidates belonging to reserved category are required to attach the Category certificate in the prescribed format of the Government of India, issued by the competent authority, not below the rank of a Tahsildar or from a first-class Magistrate of the place of domicile of the candidate clearly authenticating the category to which they belong to. Non-creamy layer (NCL) OBC certificate (Govt. of India) / Income and Asset Certificate for EWS shall be obtained on or after 01/04/2024. An EWS candidate shall be eligible for the benefit of reservation and other relaxations, if any, as permissible under the rules as per the Ministry of Social Justice and Empowerment Office Memorandum F.No.20013/03/2018-BC-II dated 17th January 2019.
- The reservations for differently abled persons (PwD) candidates are as per the Govt. of India. However, they shall be required to produce a medical certificate in the prescribed form issued by the competent medical authorities for the purpose of employment. Persons suffering from not less than 40% of the disability in a, b, d, and e category as per the Department of Personnel and Training Office Memorandum No. 36035/02/2017-Estt(Res) dated 15th January 2018 shall only be eligible for the benefit of reservation and other relaxations, if any, as permissible under the rules.
- Separate applications must be required, if a candidate is applying for more than one post.
- Candidates who are shortlisted for the interview will have to produce original documents in support of all the particulars mentioned in the application regarding their educational qualifications, experience and other claims etc. together with one set of self-attested copies of all the documents, at the time of interview.

13. Age relaxation for different categories shall be as per Govt. of India norms. However, the Institute also reserves the right to relax any of the criteria in the interest of the Institute with regards to age, educational qualifications and experience in case of good candidates, who are otherwise eligible.
14. Mere fulfilment of minimum qualifications and experience requirement does not entitle the candidate to be called for an interview.
15. The Institute reserves the right to set higher norms than the minimum while shortlisting, taking into account the specific requirements of the Institute. The decision of the Institute in all matters related to the selection process/ interview shall be final and no correspondence from the candidates will be entertained in this regard.
16. Canvassing in any manner would entail disqualification of the candidates.
17. Applications which are not in the prescribed format/without relevant supporting documents/received after the last date/without application fee, will be outright rejected.
18. The candidate is responsible for the correctness of the information provided in the application. If it is found at a later stage that any information given in the application is incorrect/false, his/her candidature will be cancelled and further, the candidate is liable for criminal action.
19. Any subsequent changes in recruitment rules or any other guidelines received from the Ministry of Education shall be applicable accordingly. All such changes will be put up in the institute website only.
20. The Institute reserves the right to modify/defer/cancel the advertisement/recruitment process at any stage without assigning any reason.
21. The list of shortlisted candidates for test/interview will be displayed on the website of the Institute. No individual communications will be sent. Candidates are advised to visit the Institute website regularly.
22. The candidates are required to have at least one email id and mobile number which can be used during the entire selection process for communication, if required.
23. No TA/DA will be paid for attending the interview.
24. The Institute will not be responsible for any postal delay/loss of application.
25. Non-refundable application fee of Rs. 1000/- (Rs 500 for SC/ST/PWD candidate) is to be paid through online transfer to current Account Name: Director ABV-IIITM Gwalior, Account No: 945210110000969, IFSC: BKID0009462 or /Demand Draft drawn in favor of Director, ABV-IIITM Gwalior payable at Gwalior and attached the proof and details of payment made.
26. In case the last date fixed for receipt of applications is declared a holiday, the next working day shall be deemed to be the last date of receiving the applications
27. Legal disputes regarding recruitment process, if any, with ABV-IIITM Gwalior, will be restricted to the jurisdiction of Hon'ble High Court of Gwalior, Madhya Pradesh only.

Note: Applications are to be sent only in hard copy. Applications sent through email etc. shall not be entertained and would be summarily rejected & no correspondence will be entertained in this regard.

Date: 15.09.2025

Joint Registrar (A&A)