

ABV-IIITM GWALIOR

Date: 26th May 2026

Ref: ABV-IIITMG/NF Rect/2026/ 239

ABV-IIITM, Gwalior is an Institute of National Importance set up by the Ministry of Education, 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:

Non-Faculty Positions Advertisement No.06/2026

SN	Name of the Post	Group	Pay Level (as per 7 th CPC)	Upper Age Limit	No. of post	Category	Essential Qualification & Experience	Other Desirable Qualification & Experience
1	Junior Superintendent	B	Level-6	32 Years	03	UR-02, EWS-01, OBC-01, SC-01	First Class Bachelor's degree with 5 years' experience as Senior Assistant/Assistant in Pay Level-5 in the relevant area.	Desirable: (1) 5 years' experience in the field of Administration, Accounts and Audit, Academics, Store/Purchase, Material Management, Research Project Management, Public Relations and educational outreach etc., of Centrally Funded Institutes, Central/State Govt./Semi Govt./ Govt Autonomous organizations/ Govt. Universities/ Institutions of higher Education. (2) Experience to deal with administrative matters including legal, labour law, taxation, intellectual property rights, contracts & MoUs related to research etc. (3) Knowledge of Computer application like word processing, spread sheet, presentation software, ERP etc. (4) Excellent noting and Drafting Skills in Hindi and English.
2	Junior Superintendent (Library)	B	Level-6	32 Years	01		First Class Bachelor's degree in Library Science with 5 years' experience as Senior Assistant/ Assistant (Library) in Pay Level-5 in the relevant area.	Desirable: (1) Diploma/ certificate in computer application/ Digital library management/ Library automation from a recognized institute or enough working experience in library digitization and library networking/ Library automation and computerization. (2) 5 years' experience in the field of Library & Information Science in Digital Library Management /Library Automation and Library Networking in Centrally Funded Institutes, Central/State Govt./Semi Govt./ Govt Autonomous organizations/ Govt. Universities/ Institutions of higher Education.
3	Junior Superintendent (Translator)	B	Level-6	32 Years	01		First Class Bachelor's degree in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; alongwith 5 years' experience as Senior Assistant/Assistant (Hindi Translator) in Pay Level-5 in the relevant area.	Desirable : (1) Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; OR (2) Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English

Page 1 of 4
26/5/26


								<p>medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; OR</p> <p>(3) Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>(1) Recognized diploma or certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.</p> <p>(2) Knowledge at the level of Matriculation of a recognised Board of equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>(3) 2 year experience in translation work from Hindi to English and vice versa.</p> <p>(4) Proficiency in computer operation and knowledge in relevant Office packages (Eg: Processing of word/Excel in Hindi and English etc.)</p>
4	Junior Technical Superintendent	B	Level-6	32 Years	04	UR-02, OBC-01, SC-01	BE/B.Tech(CSE/IT)/MCA/ M.Sc. (Computer Science) (Electrical & Electronics Engineering) / M.Sc. (Electrical/Instrumentation, Electronics/EEE/Mechatronics Engineering) with 5 years' experience in Level-5 or equivalent industrial experience.	<p>Desirable :</p> <p>(1) Five years relevant experience in a laboratory/ academics Research/ Establishment of National/ International Repute in handling highly sophisticated instrument lab and scientific equipment related to the laboratories of CSE/IT/EEE and Engineering courses of UG/PG level.</p> <p>(2) Experience of working in a computerized network environment, Server/Labs related works preferably in Higher Educational Institutions.</p>
5	Staff Nurse	B	Level-6	32 Years	01	UR (Open)	<p>B.Sc. in Nursing with 2 years experience.</p> <p>OR</p> <p>3 years diploma in Nursing & Midwifery with 5 years experience.</p>	<p>Desirable:</p> <p>(1) The degree or diploma must be from an institution /University recognized by Indian nursing council/State nursing council.</p> <p>(2) Three years clinical experience in minimum 50 bedded hospital recognized by Central/State Govt./Medical Council of India.</p> <p>(3) Certified paramedic with Minimum two years experience in the Emergency room/ labour room/ operation theatre of a government or a recognized corporate hospital.</p>

General Information and Instructions:

1. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.


Rajiv
26/05/26

2. 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.
3. **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 29.06.2026 by 5:00 PM.**
4. Applications received after the due date/time will be summarily rejected.
5. **All qualifications, experience and age limit will be considered as on last date of application submission i.e.29.06.2026.**
6. All degrees mentioned in the application should have been awarded by an Institute/University recognized by the Government/other Statutory Bodies and experience should be in regular scale in reputed organization.
7. 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.
8. 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 within the stipulated time. Submission of NOC with application is not mandatory. However, they should submit an undertaking to that effect. Without NOC, candidates, whose application not received through proper channel will not be allowed to attend the selection process.
9. 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 01/04/2026. 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.
10. 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.
11. **Separate applications must be required, if a candidate is applying for more than one post.**
12. Candidates who are shortlisted for the selection process (written test and/or interview/Trade Test) 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. Selected candidate may be assigned the work in any department of the institute as per the requirements.
13. Age relaxation for different categories shall be as per Govt. of India norms.
14. Mere fulfilment of minimum qualifications and experience requirement does not entitle the candidate to be called for an selection process.
15. The Institute reserves the right to set higher norms than the minimum while shortlisting for selection process to limit candidates, 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/BoG 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.

A handwritten signature in blue ink, possibly reading 'Raj', is written over a diagonal line. Below the signature, the date '26/05/26' is written in blue ink.

21. The list of shortlisted candidates for selection process will be displayed on the website of the Institute. No individual communications will be sent. Candidates are advised to visit the Institute website regularly. The
22. After written test, post-wise 7 candidates for the one post will be shortlisted (by applying suitably cut-off) to appear for further subsequent process i.e. interview/trade test etc.
23. 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.
24. No TA/DA will be paid for attending the interview.
25. The Institute will not be responsible for any postal delay/loss of application.
26. 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 ABVIITM 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.
27. 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
28. 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.
29. The selection process will be notified later.
30. 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 : 26th May 2026


Deputy Registrar (Admin)
26-05-26