

Advertisement No. IITT/STAFFREC/01/2025 dated 14-07-2025

Indian Institute of Technology Tirupati, an Institute of National Importance invites online applications for the following non-teaching positions on Direct/Deputation basis:

Group-A Positions								
S. No.	Post/ Pay Level/ Age	Dept./Section/ Centre/Unit	Category					Total
			SC	ST	OBC-NCL	EWS	UR	
On Deputation								
1.	Assistant Registrar (on Deputation) * Pay Level - 10 (Rs. 56,100 – 1,77,500/-) Upper Age Limit: 56 Years	Administration	NA					1
* The period of deputation is initially for a period of two years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant guidelines followed by the Institute.								
Direct Recruitment								
2.	Technical Officer Pay Level - 10 (Rs. 56,100 – 1,77,500/-) Upper Age Limit: 45 Years	Central Instrumentation Facility	-	-	-	-	1	1
3.	Security Officer Pay Level - 10 (Rs. 56,100 – 1,77,500/-) Upper Age Limit: 45 Years	Security Section	-	-	-	-	1	1

Group-B Positions (Direct Recruitment)									
S. No.	Post/ Pay Level/ Age	Dept./Section/ Centre/Unit	Category					Total	Horizontal Reservation
			SC	ST	OBC NCL	EWS	UR		PwBD
4.	Section Officer Pay Level - 8 (Rs. 47,600 – 1,51,100/-) Upper Age Limit: 40 Years	Administration	-	-	-	-	2	2	-
5.	Junior Superintendent Pay Level - 6 (Rs. 35,400 – 1,12,400/-) Upper Age Limit: 35 Years	Administration	1	1	2	-	3	7	1
6.	Junior Engineer- Civil Pay Level - 6 (Rs. 35,400 – 1,12,400/-) Upper Age Limit: 35 Years	Engineering Unit	-	-	-	-	1	1	-
7.	Junior Sports Officer Pay Level - 6 (Rs. 35,400 – 1,12,400/-) Upper Age Limit: 35 Years	Sports	-	-	-	-	1	1	-

8.	Junior Technical Superintendent Pay Level - 6 (Rs. 35,400 – 1,12,400/-) Upper Age Limit: 35 Years	8.1	Chemical Engineering	1	-	-	-	-	1	-
		8.2	Dept. of CSE i) Software & Systems Development (1 post)	-	-	-	1	1	2	-
		8.3	ii) System Administration & Networking (1 post)	-	-	-	-	-	-	-
		8.4	Systems (each one post for Dept. of HSS & MAS)	-	-	1	-	1	2	-
		8.5	Systems (Computer Centre)	-	-	-	-	1	1	-

Group-C Positions (Direct Recruitment)											
S. No.	Post/ Pay Level/ Age		Dept./Section/ Centre/Unit	Category					Total	Horizontal Reservation	
				SC	ST	OBC -NCL	EWS	UR		PwBD	ESM
Group-C Positions											
9.	Junior Assistant Pay Level - 4 (Rs. 25,500 - 81,100/-) Upper Age Limit: 32 Years		Administration	1	1	4	1	5	12	1	3
10.	Junior Technician Pay Level - 4 (Rs. 25,500 - 81,100/-) Upper Age Limit: 32 Years	10.1	Chemical Engineering	-	-	-	-	1	1	1	2
		10.2	Civil & Environmental Engineering	-	1	-	-	-	1		
		10.3	Computer Science & Engineering	-	-	1		-	1		
		10.4	Electrical Engineering	-	-	-	1	-	1		
		10.5	Mechanical Engineering	-	-	1	-	-	1		
		10.6	Physics	-	-	-		1	1		
		10.7	Central Instrumentation Facility	-	-	-	-	1	1		
		10.8	Engineering Unit (Civil)	1	-	-	-	-	1		
		10.9	Centre of Excellence	-	-	-	-	1	1		
		10.10	Computer Centre	-	-	-	-	1	1		
Total										42	

- Persons with Benchmark Disabilities (PwBD) are encouraged to apply. The following posts have been identified as suitable for the PwBD suffering from the disabilities listed below:

S. No.	Post Name	Disabilities
1.	Assistant Registrar	OA, OL, B, LV, HH
2.	Technical Officer	OA, OL, HH
3.	Junior Engineer/ Junior Technical Superintendent	OA, OL, HH
4.	Section Officer/ Junior Superintendent	OA, OL, BL, HH
5.	Junior Assistant	OA, OL, BL, OAL, B, LV, HH
6.	Junior Technician	OL, HH

Abbreviation used:

OA: One Arm, OL: One Leg, B: Blind, LV: Low Vision, BL: Both Leg, HH: Hearing Impaired.

Important Dates:

- I. Starting Date for Applying Online :14-07-2025.
- II. Closing date for Applying Online :13-08-2025 up to 17:00 Hrs.
- III. Date for calculation of Age and Experience :13-08-2025.

A. The requisite qualifications and experience for the notified posts are specified below:

S. No.	Post Name	Essential Qualification/Experience
1.	Assistant Registrar (on Deputation basis) Pay Level-10	<u>Essential:</u> Educational Qualification: A Master's degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. Experience requirements: Holding analogous posts (or) Eight years of administrative experience out of which at least 4 years should be at Pay Level 8 and above or equivalent, in the field of Administrative/ Finance & Accounting / Academic / Legal / Audit / Stores & Purchase / Establishment matters in Government/Government Research Establishments/ Universities/Statutory Organizations/ Government Organizations of high repute. <u>Desirable:</u> (i) Experience in educational administration, financial and personnel management with capacity to lead the administration in a residential institution. (ii) Experience in handling computerized administration/ financial matters. (iii) Experience in handling internal audits, including liaison with external audit agencies and internal departments, pre-audit of high-value transactions before bill processing, vetting of pay fixation and pension fixation cases, and responding to audit observations raised by external auditors.
2.	Technical Officer (Centre for Instrumentation Facility) Pay Level - 10	<u>Essential:</u> a) BE/B.Tech from a recognized University in Chemical Engineering/ Electrical Engineering/ Electronics and Communication Engineering/ Mechanical Engineering/ Material Science and Engineering (OR) M.Sc from a recognized University in Physics/ Chemistry/ Electronics with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 8 years of relevant experience. OR b) ME/M.Tech from a recognized University in Chemical Engineering/ Electrical Engineering/ Electronics and Communication Engineering/ Mechanical Engineering/ Material Science and Engineering with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. OR c) PhD from a recognized University in Chemical Engineering/ Electrical Engineering/ Electronics and Communication Engineering/ Mechanical Engineering/ Material Science and Engineering/ Physics/ Chemistry/ Electronics with a minimum of 55% marks or a minimum CGPA of 5.5 on 10-point scale or equivalent in Master's degree, and with 3 years of relevant experience (Work experience will be counted cumulatively after the completion of the Master's degree;

		however, the duration spent pursuing a Ph.D. will not be considered as part of the work experience). Relevant experience: Candidates should have working knowledge of sophisticated analytical instruments like, Nuclear Magnetic Resonance (NMR), Single Crystal X-ray Diffraction (SXRD), High-Performance Liquid Chromatography (HPLC), Gas Chromatography (GC-MS), Thermo-Gravimetric Analysis (TGA), Scanning Electron Microscopy (SEM), etc., troubleshooting, repairing, and maintenance of sophisticated analytical instruments. Desirable: Experience in laboratories of reputed Engineering/Technical Institutes of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institution and working knowledge in computer applications, electronic instruments, repairing and maintenance of sophisticated instruments.
3.	Security Officer Pay Level - 10	Essential: - A Bachelor's degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. - A minimum of 10 years of security related supervisory/administrative experience out of which at least 5 years should be at Pay Level-7 and above or equivalent, in Central/State Police Service/ Para-Military Forces/ Defence/ Government Research Establishments/ Universities/ Statutory Organizations of high repute. - Holding a valid driving license to ride light motor vehicle and motorcycle. Desirable: - Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc. - Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute. - Capacity to liaise with different Government and Non-Government organization and skill to tackle labour related problems. - Conversant with security rules and procedures to deal with Police and the Public. - Experience in Technical Institutions like IITs/IISERs/ IISc/NITs and similar Central Government Institution.
4.	Section Officer Pay Level - 8	Essential: A Master's degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 6 years of administrative experience out of which 3 years should be at Pay Level-6 and above or equivalent, in the field of Administrative/ Finance & Accounting / Academics / Legal / Audit / Stores & Purchase / Establishment matters, preferably from Govt./Semi-Govt./Central autonomous bodies / PSU's . OR A Bachelor's degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 7 years of administrative experience out of which 3 years should be at Pay Level-6 and above or equivalent, in the field of Administrative/ Finance & Accounting / Academics / Legal / Audit / Stores & Purchase / Establishment matters, preferably from Govt./Semi-Govt./Central autonomous bodies / PSU's.

		<u>Desirable:</u> Proficiency in computer applications like Word, Excel, PowerPoint etc.
5.	Junior Superintendent Pay Level - 6	<u>Essential:</u> A Master's degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of administrative experience, in the field of Administrative/ Finance & Accounting / Academics / Legal / Audit / Stores & Purchase / Establishment matters, preferably from Govt./Semi-Govt./Central autonomous bodies / PSU's/ Organizations of high repute. OR A Bachelor's degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 4 years of administrative experience, in the field of Administrative/ Finance & Accounting / Academics / Legal / Audit / Stores & Purchase / Establishment matters, preferably from Govt./Semi-Govt./Central autonomous bodies / PSU's/ Organizations of high repute. <u>Desirable:</u> Proficiency in computer applications like Word, Excel, PowerPoint etc.
6.	Junior Engineer – Civil (Engineering Unit) Pay Level – 6	<u>Essential:</u> B.E/B.Tech or equivalent in Civil Engineering from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience. OR Diploma in Civil Engineering with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. <u>Desirable:</u> i) Experience in execution/supervision of Civil Construction works preferably in Buildings/Institutions execution and maintenance works in large infrastructure projects/ Institutional buildings from CPWD/ State PWD/Centrally funded Institutions, or similar organised services/PSU, Statutory or Autonomous Organisations/ Universities/ reputed organisations under Centre/State Government or equivalent in reputed private organizations. ii) Proficiency in drafting software such as AutoCAD, as well as knowledge of the latest construction management practices and relevant software like MS Project and Primavera. iii) Strong computer skills with hands-on experience in MS Office applications. iv) Knowledge of material specifications and CPWD Technical specifications. v) Expertise in item rate analysis and billing procedures. vi) Have experience in the construction and maintenance of Building works, operation and maintenance of Water Treatment Plants (WTPs) and Sewage Treatment Plants (STPs), and Water supply distribution lines maintenance.
7.	Junior Sports Officer Pay Level - 6	<u>Essential:</u> A Bachelor's degree from a recognized University in Physical Education/Sports Sciences with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. <u>Desirable:</u> i) Applicants should have specialization in at least one sport such as Weightlifting, Athletics, Tennis, Squash, Volleyball, Hockey, Swimming, Football, Cricket, Basketball, Table Tennis and Badminton etc.

		ii) N.I.S Coaching Diploma holders and medal winners in inter University / national games will be given preference. iii) At least one year of work experience in Govt./ Autonomous Bodies or University or College.
8.1.	Junior Technical Superintendent (Chemical Engineering) Pay Level - 6	<u>Essential:</u> BE/B.Tech in Chemical Engineering from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience OR Diploma in Chemical Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience <u>Desirable:</u> Experience in the field of biotechnology or handling electrical equipment.
8.2.	Junior Technical Superintendent Specialization: Software & Systems Development (Computer Science & Engineering) Pay Level - 6	<u>Essential:</u> a) BE/B.Tech/MCA/M.Sc in Computer Science or Information Technology or related field with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of experience in Software and Systems Development. OR b) B.Sc in Computer Science /Information Technology or equivalent (or) BCA from a recognized university with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 4 years of experience in Software and Systems Development OR c) Diploma in Computer Science with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of experience in Software and Systems Development. <u>Desirable:</u> i) Proficiency in web technologies including but not limited to HTML, CSS, Node.js, React.js, PHP ii) Strong knowledge of computer networks, IP addressing, subnetting, protocols, firewalls iii) Advanced Linux skills including bash scripting, system administration, NFS iv) Experience with LAMP and MERN stacks v) Database administration and SQL expertise vi) Hands-on experience with Docker containerization vii) Python scripting, Flask API development, virtual environments viii) Web server administration (Apache) including reverse proxy configuration ix) Familiarity with software tools and technologies: integrated development environments (e.g. VS-Code), version control systems (e.g., Git), text editors (e.g., Vim) x) Hands-on experience on Virtualization (e.g., VMware/KVM), HPC clusters, and cloud platforms (AWS/Azure) xi) Ability to work independently xii) Good communication skills xiii) Experience in computer labs of institutes like IITs, NITs, etc. xiv) Relevant certifications in computer networking, web development, or Linux administration xv) Should be able to design, deploy and maintain a website for the Department of Computer Science and Engineering.

8.3	Junior Technical Superintendent Specialization: System Administration & Networking (Computer Science & Engineering) Pay Level - 6	<u>Essential:</u> a) BE/B.Tech/MCA/M.Sc in Computer Science or Information Technology or related field with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of experience in System Administration and Networking. OR b) B.Sc in Computer Science /Information Technology or equivalent (or) BCA from a recognized university with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 4 years of experience in System Administration and Networking. OR c) Diploma in Computer Science with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of experience in System Administration and Networking. <u>Desirable:</u> i) Experience in the administration of Linux servers, virtualization, HPC ii) Strong programming skills and automating tasks via shell scripts iii) Advanced Linux skills including bash scripting, system administration, NFS iv) Strong knowledge of computer networks, IP addressing, subnetting, protocols, firewalls v) Working experience with open-source technologies, installation, containerization, cloud server setup and administration vi) Globally acknowledged certification in server or cloud administration vii) Knowledge of networking, security, device management viii) Ability to work independently ix) Good communication skills x) Experience in computer labs of institutes like IITs, NITs, etc. xi) Relevant certifications in computer networking, web development, or Linux administration xii) Should be able to design, deploy and maintain a website for the Department of Computer Science and Engineering
8.4	Junior Technical Superintendent - Systems Pay Level – 6 Posts – 2 (each one post for Dept. of HSS & MAS)	<u>Essential:</u> a) BE/B.Tech in Computer Science and Engineering/Information Technology/Electronics and Communication Engineering or M.Sc in Computer Science /Information Technology or MCA from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience. OR b) B. Sc in Computer Science /Information Technology (or) BCA from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 4 years of relevant experience. OR c) Diploma from a recognized Institute in Computer Science and Engineering /Information Technology with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience.

		<u>Desirable:</u> i) Experience in laboratories of reputed Engineering/Technical Institutes of National importance like IITs/IISER/IISc/NIT's and similar Central Govt. Institutions. ii) Experience in software installation, website development, and maintenance.
8.5	Junior Technical Superintendent – Systems (CC) Pay Level - 6	<u>Essential:</u> a) BE/B.Tech/M.Sc in Computer Science and Engineering/Information Technology/Electronics and Communication Engineering/Software Sciences or MCA or equivalent from a recognized university with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience. OR b) B.Sc in Computer Science /Information Technology/Electronics or equivalent (or) BCA from a recognized university with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 4 years of relevant experience. OR c) Diploma in Computer Science and Engineering/Information Technology/Electronics and Communication Engineering/ Electrical Engineering or equivalent from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. Relevant experience: Candidates should have experience in installation, configuration, monitoring, and administration of enterprise networks comprising Switches, Routers, Firewalls, CCTV systems, and IPPBX. <u>Desirable:</u> 1. Strong programming skills and automating tasks via shell scripts. 2. Working experience with open-source technologies. 3. Globally acknowledged network certifications such as CCNA, ACSX, ACMP, JNCIA-Junos, CompTIA Network+. 4. Able to work independently. 5. Good communication skills
9.	Junior Assistant Pay Level - 4	<u>Essential:</u> A Bachelor's degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. <u>Desirable:</u> Proficiency in computer applications like Word, Excel, PowerPoint etc.

10.1.	Junior Technician (Chemical Engineering) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech in Chemical Engineering from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) Diploma in Chemical Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR c) ITI in Chemical Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. <u>Desirable:</u> Experience in the field of biotechnology or handling electrical equipment.
10.2.	Junior Technician (Civil & Environmental Engineering) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech in Civil Engineering from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) Diploma in Civil Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR c) ITI in Civil Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience.
10.3.	Junior Technician (Computer Science & Engineering) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech/M.Sc/MCA in Computer Science or Information Technology or related field from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) B.Sc in Computer Science /Information Technology or equivalent, (or) BCA from a recognized university with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience. OR c) Diploma in Computer Science from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR d) ITI in Computer Science from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. <u>Desirable:</u> i) Basic proficiency in web technologies including but not limited to (HTML, CSS, JavaScript, Node.js, React.js) ii) Understanding of computer networks (IP addressing, subnets, protocols) iii) Familiarity with Linux environment and basic commands iv) Knowledge of databases and SQL v) Experience with Python programming vi) Familiarity with software tools and technologies: Integrated Development Environments (e.g. VS-Code), Version control systems (e.g., Git), Text editors (e.g., Vim) vii) Ability to work independently viii) Good communication skills

10.4.	Junior Technician (Electrical Engineering) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech in Electrical and Electronics Engineering/ Electronics and Communication Engineering/ Electronics and Instrumentation Engineering or equivalent from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) Diploma in Electrical and Electronics Engineering/ Electronics and Communication Engineering/ Electronics and Instrumentation Engineering or equivalent from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR c) ITI in Electrical/ Electronics/ Instrumentation or equivalent from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. <u>Desirable:</u> Experience in handling lab sessions and ability to maintain laboratory equipment.
10.5.	Junior Technician (Mechanical Engineering) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech in Mechanical Engineering/ Aerospace Engineering/ Production Engineering/ Manufacturing Engineering or relevant discipline from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) Diploma in Mechanical Engineering/ Aerospace Engineering/ Production Engineering/ Manufacturing Engineering or relevant discipline from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR c) ITI in Mechanical Engineering/ Aerospace Engineering/ Production Engineering/ Manufacturing Engineering or relevant discipline from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience.
10.6.	Junior Technician (Physics) Pay Level - 4	<u>Essential:</u> M.Sc. in Physics or an equivalent degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR B.Sc. in Physics or an equivalent degree from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience.

10.7.	Junior Technician (Central Instrumentation Facility) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech from a recognized University in Chemical Engineering/ Electrical Engineering/ Electronics and Communication Engineering/ Mechanical Engineering/ Material Science and Engineering (OR) M.Sc from a recognized University in Physics/ Chemistry/ Electronics with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) B.Sc in Physics/ Chemistry/ Electronics from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience. OR c) Diploma in Chemical Engineering/ Electrical Engineering/ Electronics and Communication Engineering/ Mechanical Engineering/ Material Science and Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR d) ITI from a recognized Institute in a relevant discipline with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience.
10.8.	Junior Technician - Civil (Engineering Unit) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech in Civil Engineering from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) Diploma in Civil Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR c) ITI in Civil Engineering from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. <u>Desirable:</u> i) Knowledge/ Experience in operations and Maintenance of Water Treatment Plants and Sewage Treatment Plants. ii) Experience in Execution/supervision of Civil Construction works preferably in Buildings/Institutions execution and maintenance works. iii) Computer Knowledge and working Experience with computer MS office applications.

10.9.	Junior Technician (Centre of Excellence) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech in Electrical Engineering or Equivalent/ Mechanical Engineering or Equivalent/ Mechatronics from a recognized University with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) Diploma in Electrical Engineering or Equivalent/ Mechanical Engineering or Equivalent/ Mechatronics from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR c) ITI in Electrical Engineering or Equivalent/ Mechanical Engineering or Equivalent/ Mechatronics from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. <u>Desirable:</u> i) Having proficiency in one or more of the following: CAD/CAM software (e.g., SolidWorks, AutoCAD), NX CAD/CAM, Robotics and Automation systems, FEA and CFD tools (e.g., ANSYS, COMSOL, STARCCM +), Structural Analysis software, Data Acquisition tools OR ii) Having proficiency in one or more of the following: Programmable controllers, Internet of Things (IoT), Microgrid system, Advanced Driver Assistance Systems (ADAS), Sensors and Instrumentation
10.10.	Junior Technician (Computer Centre) Pay Level - 4	<u>Essential:</u> a) BE/B.Tech/M.Sc in Computer Science and Engineering /Information Technology/ Electronics and Communication Engineering / Software Sciences or MCA or equivalent from a recognized university with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent. OR b) B.Sc in Computer Science/ Information Technology/ Electronics or equivalent (or) BCA from a recognized university with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 2 years of relevant experience. OR c) Diploma in Computer Science/ Information Technology/ Computer Engineering/ Computer Network Technology/ Electrical and Communication Engineering/ Electrical Engineering or equivalent from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 3 years of relevant experience. OR d) ITI in Computer Science/Information Technology or equivalent technical skills from a recognized Institute with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, and with 5 years of relevant experience. Relevant experience: Candidates should have experience in troubleshooting and maintenance of enterprise networks / computers, along with experience in installation of operating systems and software. <u>Desirable:</u> 1. Experience on Ubuntu, Windows, and MAC OS. 2. Good communication skills. 3. Ability to work independently.

B. General Instructions to the Applicants:

1. The candidate must be a citizen of India.
2. All educational qualifications must be from a recognized Board/University/Institute only. The prescribed qualifications are minimum and unless specified, those are required for consideration for the post, even if the higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection procedures.
3. Each post carries retirement or terminal benefits as per Government of India norms and as applicable/adopted by the Institute from time to time.
4. Only relevant experience gained after obtaining the minimum qualifying degree will be considered.
5. Applicants must ensure, before applying, that they possess the minimum essential qualifications and experience prescribed for the post. Qualification must be obtained from a recognized University/Institute. Eligibility with respect to age, qualification and experience shall be determined as on the last date of closing of online application.
6. The experience requirement may be relaxed at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe if, at any stage of selection, the competent authority is of the opinion that a sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
7. The Institute reserves the right to restrict the number of candidates for written / skill tests/interviews to a reasonable limit based on qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right NOT to fill any of the posts advertised, in the event or exigency so decided without assigning any reason thereof.
8. All candidates, irrespective of category may be considered against UR vacancies, subject to fulfilment of eligibility criteria prescribed for UR candidates.
9. The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test[s] and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test[s] and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test[s] and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above [if any] the minimum qualifications prescribed along with documentary evidence.
10. Candidates will be short-listed for a Test/Interview based on the information provided by them in their online applications. They must ensure that such information is true. If at the time of the Test/Interview or any subsequent stage or any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
11. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
13. Direct recruitment to all the positions shall be made on probation for one year. Probation may be extended as per norms.
14. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
15. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reasons. Also, any consequential vacancies arising during the selection process may be filled by the available candidates. The number of posts is tentative only.

16. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
17. Reservation for Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL), Economically Weaker Sections (EWS), Persons with Benchmark Disabilities (PwBD) and Ex-Servicemen candidates are available extant of Central Government orders.
18. Relaxation in age to Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL) candidates only in respect of vacancies reserved for them as per Government of India rules.
19. Relaxation in age to PwBD /Ex-Servicemen is as per Government of India rules.
20. Persons with Benchmark Disabilities (PwBD) are encouraged to apply for Group-A positions. Based on the suitability of the candidate and the nature of the post, the PwBD reservation quota may be appropriately filled in accordance with applicable norms.
21. Relaxation of age for regular employees of the Institute for direct recruitment is permitted up to a maximum age of 59 years.
22. Relaxation in age for regular employees of other IITs who are educationally qualified and otherwise found eligible may be considered for direct recruitment up to a maximum age of 50 years.
23. Candidates must upload the valid Prescribed Certificate duly signed by an Authorized/Competent Authority for availing reservation, age relaxation, fee exemption, any other concession, etc.
24. The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
25. The decision of the Institute in all matters relating to the candidate's eligibility, screening/skill/written test, and selection would be final and binding on all the candidates.
26. After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
27. The applicant[s] selected against one position mentioned above may be assigned/transferred to any other position/office/department as per the requirement of the Institute [any time during their service period] without assigning any reason from time to time.
28. In case of any dispute/ ambiguity arising out of the recruitment, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Tirupati only.
29. No interim correspondence/queries should be entertained.
30. The candidate applying for the post on a deputation basis should hold a post on a permanent basis. Since the deputation refers to the deployment of a person outside the Institute, the candidature of staff of this Institute shall not be considered for the post.
31. For deputation post, applicants should upload a 'Certificate by the Employer', given as Annexure-I, at the time of submitting his/her online application from their employer without which the candidate shall not be considered for shortlisting.
32. APARs/ACRs of the last five years shall be sent through the proper channel and should reach the address below on or before 22-08-2025. The envelope should be superscribed with the "Post applied for Assistant Registrar on Deputation basis":

The Registrar
 Indian Institute of Technology Tirupati
 Yerpedu-Venkatagiri Road, Yerpedu Post, Tirupati District,
 Andhra Pradesh -517 619.

33. Points B 30, B.31, and B.32 are applicable only to applicants applying for the post of Assistant Registrar on Deputation basis.

C. Other Instructions to the Applicants:

1. Candidates should apply online only on the website.
2. Separate application has to be submitted for each post.
3. Each eligible Candidate has to fill out only one application for one particular post. The same application shall be considered for both unreserved and reserved posts if the candidate from the reserved category is eligible for unreserved posts.
4. Candidates should follow the prescribed procedure for submission of online applications.

The candidates shall upload the following relevant documents:

- a. Please provide certificates and/or mark sheets of educational qualifications, including SSLC, Intermediate, Diploma, UG Degree, PG Degree, and PhD, along with the consolidated mark sheet of the minimum educational qualification prescribed for the post applied.
- b. Birth Certificate (issued by competent Authorities under law) or High School certificate clearly indicating date of Birth.
- c. Valid Category certificate (SC/ST/OBC-NCL/EWS/PwBD/Ex-Servicemen etc.), if applicable. OBC-NCL and EWS certificates issued on or after 01.04.2025 will be considered valid.
- d. NOC from current employer, if applicable.

In case of anticipated delay in getting NOC, candidates may submit/upload wherever required at the time of filling online application, a scanned copy of the undertaking stating:

"I, (Name of the candidate, Aged, residence) am working in (Name of the organization) as (post name) from (date of Joining the current organization). I, hereby state that I will produce the NOC from the current employer at the time of test/interview/verification as and when required. In case fail to produce NOC, I will not claim any right to appear in the test/interview and any other process".

The undertaking is to be signed by the candidates with the date.

- e. Certificates of experience in chronological order and should be in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties, and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
 - f. Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain a breakup of the salary so as to enable us to compare with the scales and pay of the Government indicated against each post wherever required.
 - g. Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
5. The candidates who are submitting experience certificates from PSU/Autonomous bodies/ Private organization and their pay scales are different; it is their responsibility to submit an equivalency certificate to consider their experience. Otherwise, that experience may not be taken into account.
 6. All the details furnished in the online application will be treated as final and no changes shall be entertained thereafter and the same will be taken into consideration for the whole recruitment process.
 7. Applicants who are in Government employment/PSUs/ Government autonomous- institutions will be required to produce No-Objection-Certificate along with vigilance clearance at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for a Test/Interview.
 8. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements concerning copies of certificates to be submitted in respect of claims made in the online application will be informed by e-mail in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.

9. Addendum/corrigendum if any, in respect of this advertisement shall be published only on <https://iittp.ac.in/recruitment>.
10. Application Fee and mode of payment: It is to be paid through the online portal. SC/ST/Ex-Servicemen, Female, Transgender and PwBD candidates are exempted from payment of the application fee provided documentary proof for the same is submitted at the time of applying online. The application fee is as follows:

S. No.	Group	Application Fees (in Rupees)
1.	A	500/-
2.	B	300/-
3.	C	200/-

- Note: a) Candidates applying for more than one post need to pay the application fee separately for each post.
b) The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.

11. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. The mere issue of a call letter for examination/test to the candidate will not imply that his/her candidature has been found eligible.
12. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview. A hard copy of the application is NOT to be sent to the Institute.
13. Application forms incomplete in any way or not having required educational/experience certificates/without prescribed application fee or the latest photograph are liable to be rejected without intimation.
14. Candidates attending the Screening Tests, such as the written test, trade test, or skill test, will not receive TA/DA. Nonetheless candidates who qualify for the final level/interview will get reimbursement as per institute norms.
15. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
16. Mode of selection:
- For Group - A Post: (i) Screening Test/ Interview or Both
- For Group – B & C Post: (i) Objective-Based Test
(ii) Written Test (Descriptive)
(iii) Skill Test/ Trade Test
- More details will be notified to the candidate through the email address provided by them as well as on the website of the Institute.
17. Candidates who face any technical problems while applying for the online application form may send their queries to the e-mail address provided below. It will be available till the closing date of the application only.

rmt_queries@iittp.ac.in

18. Canvassing in any form will be a disqualification.
19. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the online application.
20. The last date for submission of the online application is 13-08-2025 up to 17:00 Hrs.

Sd/-
Registrar

To be issued in the letter head of the employer

(only for the post of Assistant Registrar on Deputation basis)

CERTIFICATE BY THE EMPLOYER

- i) Certified that Mr./Ms. _____ holds a permanent post of _____ under the _____ Since _____.
- ii) The Integrity of Mr./Ms. _____ is beyond doubt.
- iii) His/Her level of pay/scale of pay is _____ since _____ At present, he/she is drawing basic pay of _____ & DA _____ % of his basic pay.
- iv) The information given by Mr./Ms. _____ in his/her application have been verified and found correct.
- v) This Office has No objection in case the application of Mr./Ms. _____ is considered for appointment on deputation for the post of Assistant Registrar at IIT Tirupati.
- vi) It is certified that Mr./Ms. _____ shall be relieved in a month in case of his/her selection to the post he/she applied for.
OR
It is certified that Mr./Ms. _____ shall be relieved in _____ month(s) in case of his/her selection to the post he/she applied for.
- vii) No vigilance or disciplinary case is pending or contemplated against the official concerned during his/her service in the Organization/Institute.
- viii) The APARs/ACRs of the concerned official for the last five years shall be sent along with the physical copy of the application through this Office or proper channel.

Date:

Place:

Signature

Head of the Institute/Office
with official Seal