



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान, कर्नूल
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING,
KURNOOL

Jagannathagattu, Dinnedavarapadu, Kurnool-518002, Andhra Pradesh, INDIA
(An Institute of National Importance under MHRD, Govt. of India)

E-mail: registrar@iiitk.ac.in

Fax: 08518-289127; Ph: 08518-289114

IIITDM/Kurnool/Advt./2019-2020/ DR/1

Date: 11.11.2019

Officer on Special Duty (OSD) on Contract basis

Indian Institute of Information Technology, Design and Manufacturing (IIITDM), Kurnool, Andhra Pradesh is an Institute of National Importance established by the Ministry of Human Resource Development, Government of India and one among the Five (05) Centrally funded IITs by MHRD. This institute presently offers three UG programs in ECE, Mechanical and CSE. The Institute is located at Jagannathagattu, Dinnedavarapadu, Kurnool and construction of state of art campus is under progress. The Institute invites applications from retired officers for appointment as Officers on Special Duty (OSD) on contract basis for a period of 2 years. Depending on the performance review, it can be extended by one more year. Selection of the shortlisted candidates will be done by interviewing the eligible candidates.

S. No.	Name of the Positions with Pay level	No. of Posts	Eligibility Criteria
1	OSD (Administration) Level 12/13 (Pay will be fixed at the stage equivalent to last pay drawn at the time of retirement less pension/ pension equivalent of gratuity)	01(One)	Qualifications: PG or UG or its equivalent with at least 55% marks or its equivalent grade with excellent academic record. Desirable: i. Professional qualification in the area of Management / Law / Engineering ii. Familiarity in computer operation. Experience: Retired Officers from the Central Government/ Centrally Funded Technical Institutions (IIT's / IISc / IISERs / NITs, etc.) in analogous position on a regular basis or with at least 10 years of administrative experience, out of which five years in level 11.

2	<p>OSD (Finance & Accounts)</p> <p>Level 12/13</p> <p>(Pay will be fixed at the stage equivalent to last pay drawn at the time of retirement less pension/ pension equivalent of gratuity)</p>	01(One)	<p>Qualifications:</p> <p>PG / UG or its equivalent with at least 55% marks or its equivalent grade with excellent academic record.</p> <p>Desirable:</p> <p>i. Professional qualification in the area of Finance & Accounts.</p> <p>ii. Experience in handling of finance related activities in Government sector.</p> <p>iii. Experience of working in E- office system. (Familiarity in computer operation)</p> <p>iv) A chartered or cost accountant degree.</p> <p>Experience:</p> <p>Retired Officers from the Central Government/ Centrally Funded Technical Institutions (IIT's / IISc / IISER's / NIT's, etc.) in analogous position on a regular basis or with at least 10 years of experience in Finance & Accounts, out of which five years in level 11.</p>
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Interested applicants fulfilling the above requirements are requested to send their applications in the enclosed format on or before **30th November 2019** by hard copy only to the following address:

Registrar I/c,
Indian Institute of Information Technology, Design and Manufacturing (IIITDM) - Kurnool,
Jagannathagattu, Dinnedevrapadu
KURNOOL, Andhra Pradesh - 518002

D.V. Anapindi
Registrar I/c
 14/11/19

Note: Tobe uploaded in the website of the Institute Web site



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APPLICATION FORM

(All the columns are to be filled in capital letters neatly or printed on A-4 size paper)

APPLICATION FOR THE POST OF _____

Advertisement No. _____

1. Name of the Applicant: _____

(BLOCK LETTERS ONLY)

2. Date of Birth: __ / __ / ____ Age (as on last date of receipt of applications): ____

3. Sex: Male/Female: _____ 4. Nationality: _____

5. Father's / Husband's Name : _____

6. a. Postal address for communication _____

b. Permanent Address : _____

7. a. Telephone No. & Mobile No. : _____

b. E-mail (compulsory) : _____

c. Fax No. : _____

8. Whether belongs to SC/ST/OBC/EWS (only NCL)

9. Date of retirement under central/CFTI _____

Affix self-attested

Passport size

Photograph

10. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board/ University	Duration	Year of passing	Division With % of marks	Subjects studied/ Specialization

Note: Qualification claim must be supported by the documentary evidences.

11. Details of employment:

Posts held	Department/ Organization	Period of employment		Scale of pay/PB & GP	Last pay & Gross Amount	Nature of duties
		From	To			

Note: Experience claim must be supported by the documentary evidences.

12. Describe briefly the specialized professional experiences, skills and expertise, you have acquired:

Additional information, which you would like to mention in support of your suitability for the post.(Attach extra sheets if required)

13. If appointed, how much time required for joining the post: _____

14. Any other relevant information:

15. Details of Enclosures: Self attested copies of certificates for proof of Age, Qualifications & Experiences etc.

a. _____

b. _____

c. _____

d. _____

Declaration

1. I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made, and information furnished in this application are true and complete to the best of my knowledge and belief.
2. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category, age or educational qualification, etc. made in my application form.

Place: _____

Date: _____

Signature of the candidate