ABV-IIITM GWALIOR

Ref: ABV-IIITMG/NF Rect/2026/1418 Date: 30th October 2026

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 Group C positions:

Non-Faculty Positions Advertisement No: 09/2026

SN	Name of the Post	Gr	Pay Level (as per 7th CPC)	Upper Age Limit	No. of post	Cate gory	Essential Qualification & Experience	Other Desirable Qualification & Experience
1	Junior Assistant	C	Level-3	27 Years	06	UR-3, EWS-1, OBC-1, SC-1	Bachelor's degree with knowledge of computer operation	**Desirable:** (1) 02 Years experience in the field of Administration, Accounts and Audit, Academics, Store/ Purchase, of Centrally Funded Institutes, Central/State Govt./Semi Govt./ Govt Autonomous organizations/ Govt. Universities/ Institutions of Higher Education. **OR** Diploma of Polytechnic in Modern Office Management with 01 year working experience of Govt. organization. **OR** Diploma of ITI in Computer Operator and Programming Assistant/ Stenographer and Secretarial Assistant/ Secretarial Practice with 02 years working experience of Govt. organization. (2) Fluent in Hindi and English Typing with Knowledge of Computer application like word processing, spread sheet, presentation, recent apps etc. (3) Excellent noting and Drafting Skills in Hindi and English.
2	Junior Technician	C	Level-3	27 Years	07	UR-4, OBC-2, ST-1	Diploma in CSE/ IT/ ECE/ EE, Instrumentation and relevant fields with 01 year working experience of Govt. organization. OR ITI in relevant trades of CSE/IT /ECE/ EE/ Instrumentation with 02 years' experience.	**Desirable:** (1) 02 Years experience to handle the lab of CSE/ IT/ ECE/ EE, Instrumentation of Centrally Funded Institutes, Central/State Govt./Semi Govt./ Govt Autonomous organizations/ Govt. Universities/ Institutions of Higher Education. **OR** (2) B.Sc./BCA (IT/CS/Physics) with 02 year hands-on experience of Labs in Centrally Funded Institutes, Central/State Govt./Semi Govt./ Govt Autonomous organizations/ Govt. Universities/ Institutions of Higher Education. (3) Proficiency in computer operation /relevant Lab software are required.

Note: (1) The reservations for differently abled persons (PwD) candidates are applicable as per the Govt. of India.
(2) Shortlisting Criteria may be higher than the minimum essential qualification as per RPN 2016.

General Information and Instructions:

1. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
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 desirable & the minimum essential qualifications, experience etc. as laid down in the advertisement.
3. Deadline for filling applications online: 25th November 2026 (11.59 PM) URL for online recruitment of Non faculty applications https://ntrec.iiitm.ac.in . Deadline for receiving the print copy by post/courier: 7th December 2026 (upto 5.00PM) Envelope containing application form and appendices should be super-scribed with"Application for the post of ……. (Name of applied post) in ABV-IIITM Gwalior" addressed to Joint Registrar (A&A), ABV-IIITM, Morena Link Road Gwalior- 474015, Madhya Pradesh. Each page of the system generated PDF version of the filled in application should be signed by the applicant. An incomplete application form in any respect will be out rightly rejected.
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. 25.11.2026.**
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 selection process. 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 and Skill/ Computer Proficiency/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 selection process. Selected candidate may be assigned the work in any department of the institute as per the requirements.
13. Age relaxation for different categories (SC/ST/OBC/PwD/EWS/ESM) shall be as per Govt. of India norms.
14. Upper age limit will also be relaxed to the candidates, who are working in ABV-IIITM Gwalior as Regular/Contract/ Outsourced employees without any other relaxations as per approval of the BoG.

15. Mere fulfilment of minimum qualifications and experience requirement does not entitle the candidate to be called for selection process.
16. 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 shall be final and no correspondence from the candidates will be entertained in this regard.
17. Canvassing in any manner would entail disqualification of the candidates.
18. Applications which are not in the prescribed format/without relevant supporting documents/received after the last date/without application fee, will be outright rejected.
19. 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.
20. 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.
21. The Institute reserves the right to modify/defer/cancel the advertisement/recruitment process at any stage without assigning any reason.
22. 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.
23. All candidates will attempt Part-A (MCQ Pattern) of the written test in one sitting. However, Post-wise 7 candidates for the first post and subsequently 5 candidates for the vacant post (s) will be shortlisted and will be called for appearing in the Part-B (Descriptive Pattern) and Skill/Trade Tests on the basis of their score in the written test of Part-A (MCQ Pattern).
24. 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.
25. No TA/DA will be paid for attending the selection process.
26. The Institute will not be responsible for any postal delay/loss of application.
27. 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 ABVIIITM Gwalior, Account No: 945210110000969, IFSC: BKID0009462 or /Demand Draft drawn in favour of Director, ABV-IIITM Gwalior payable at Gwalior and attached the proof and details of payment made.
28. 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
29. 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.
30. The selection process will be notified later.
31. Applications must be filled out in accordance with the method specified in the advertisement. Applications sent through email etc. shall not be entertained and would be summarily rejected & no correspondence will be entertained in this regard.

Sd/-
Joint Registrar (A&A)