भारतीय सूचना प्रौद्योगिकी संस्थान कोट्टायम
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KOTTAYAM
(An Institution under Ministry of Education, Govt. of India governed by an Act of Parliament)
Tel: 04822-202100 (Office), 202135 (Academics), 202110 (Security), 202102 (Accounts)
Email: registrar@iiitkottayam.ac.in, Website: www.iiitkottayam.ac.in

Indian Institute of Information Technology Kottayam

No. IIITK/01/23/2023/**257**   Date : June 09, 2023

NOTIFICATION

Subject: **Non-Teaching staff recruitment process**-reg.

Reference: Institute Advertisement No. Advt. No. IIITK/01/12/2022-23/371 dated 21.12.2022.

With reference to the above, all concerned are informed that the recruitment process will be as under:-

1. There will be two stages for the recruitment process, viz. **Written Examination, Job Oriented Proficiency/Skill Test (JOPT) for positions with pay level upto Level-6 and written test and personal interview for pay level 10**.

2. All candidates who have successfully applied (those who got the acknowledgement mail alongwith the details of the application) for the above said advertised positions will be eligible to appear for the written test, pending verification of the credentials of the applicants to meet the advertised criteria. The date and time of written examination for various positions will be notified shortly. All examinations/JOPT/personal interview etc. will only be conducted at the IIIT Kottayam campus located at Valavoor (P.O.), Pala, Kottayam District-686635.

3. Syllabus of the written examinations are attached for information to all concerned.

4. Candidates have to score at least **60% marks for General category, 50% marks for OBC-NCL category and 45% marks for SC/ST category** in the written examination for becoming eligible/qualified for the next stages of selection process, viz. JOPT/interview, as above. **Verification/Scrutiny of the submitted documents have not been carried out**. Candidates are once again requested to verify their eligibility with respect to the advertised criteria before appearing for the written test.

5. The candidates are requested to note the following:

    *   Scrutiny of the submitted documents will only be done for those candidates who have obtained the qualifying marks in the written examination, as above.
    *   Scrutiny will be done with respect to the documents submitted by the candidates alongwith their applications against the advertised criteria for each position and no request for submission of additional/ revised documents will be permitted at this stage.
    *   On scrutiny, if any relevant document was not found uploaded, any discrepancy was found in the application or if found not eligible to meet the advertised criteria, the application will be summarily rejected and will not be further processed for participating in the JOPT/personal interview, even if he/she became qualified in the written test.
    *   The documents/claim with respect to the data submitted alongwith the application before the due date alone will be considered.
    *   No requests whatsoever regarding the disqualification will be entertained or replied to.
    *   The decision of the Institute will be binding to the candidates.

6. The question paper for Written Test will be in two parts i.e. **Part-A (2 Hours objective) and Part-B (30 min Descriptive).**

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For **Part-A (Objective Type),** the question paper may consist of the following portions:

A.1: Quantitative and Numerical Ability	[10 marks]	
A.2: Logical Reasoning and Analytical Ability	[10 marks]	30 questions
A.3: Verbal Ability	[10 marks]	
A.4: Domain-Specific Questions	[70 marks]	70 questions

Total Part-A: **100 marks**

For all posts:

The Domain-specific Questions may be based on the Essential, Desirable Qualification as provided in the Advertisement.

Apart from the above, it may be noted that to avoid guesswork, **there will be provision for negative marking. For ticking wrong or more than one option, 25% marks will be deducted.**

For **Part-B**, the written component is descriptive type and included questions from the following topics from which candidates need to attempt **any 2 out of 3 questions:**

B1) Domain-specific report-writing
B2) Case study   20 marks
B3) Incident reporting

7. The date and time of the written test, JOPT and interview will be uploaded in the website (tentatively any date from June 26, 2023 to July 18, 2023). No other means of communication will be adopted.

8. If needed, a personal interaction of the candidates will be carried out during the JOPT.

9. Selected candidates will be informed through their registered email IDs and the result will be uploaded in the Institute website.

10. In case of any dispute, decision of the Director, IIIT Kottayam, shall be final. Legal matters/ disputes, if any, against this selection process will be under the jurisdiction of the Courts in Ernakulam District, Kerala only.
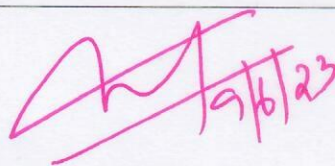
Registrar

TENTATIVE SYLLABUS FOR WRITTEN EXAMINATION

Reference: Advt. No. IIITK/01/12/2022-23/371 dated 21.12.2022.

Sl. No.	Name of Post	Syllabus
1	**Assistant Registrar (Accounts & Finance)**	GFR, Accountancy, Income Tax Rules, Receipt & Payment, Budget, Banking, NPS Rules, GST Rules, GeM, Commercial Accounting, Audit Procedures Role and Functions of CAG etc., Accounting of Grant-In-Aid, Financial Statements for Central Autonomous Bodies and Higher Educational Institutions, preparation of Annual Accounts and balance sheet, Import-Export, Customs Duty, CVC activities, RTI Act.
2	**Assistant Registrar (Gen. Admin.)**	Admission and Registration procedure in IIITs, grade point system, CGPA/GPA, Scholarships, Credit system etc. FR & SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, CVC Activities, RTI Act, Office Procedure, IIIT Act and Statutes, Reservation in Service Rules etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules
3	**Technical Officer**	Linux commands and utilities, Command line text editor: Nano, Vim. Linux file permissions and file systems, LDAP, Google workspace, DHCP server, DNS Server, NTP server, Web server and Application server configuration and management. Docker and Kubernetes. HPC installation and management. GPU cluster management. Operating system basics. HTML, PHP, Javascript, JQuery, Ajax, Mysql etc.. DBMS. Normalisation. Apache and Nginx configuration. IP based telecommunication. NVR surveillance system. Basics of IoT. Basics of Microprocessor and Microcontroller. Open source learning & management platform such as Moodle, Video conferencing platform such as Bigbluebutton and its customisation & installation. Open source Virtual Programming Lab. AV solutions. SMTP, DNS, DHCP, and VLAN configuration and management. Cisco network administration (IOS commands). Network architecture designs for campus networks. Installation,configuration and management of layer2 and layer3 switches. Management of Routing, Policies, VLAN, WAN, SDWAN, VPN, OSPF, User authentication, Security profiles, one to one, port forwarding and Overload features of the hardware UTM. Different types of commutation media. Wifi networks (Mesh type) & SSID. Network security fundamentals (including wireless security protocols). SSL. Encryption and decryption in cryptography.
4	**Junior Superintendent-Library**	Laws of Library Science; Types of Libraries; Library Associations, Collection development and Selection Principles, Acquisition Procedure for books, journals, Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Human Resource Management; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library-Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out etc.; Canons and Principles, Library Classification Schemes – DDC, CC, UDC; Library Cataloguing Codes – CCC and AACR; ISBD; MARC; CCF; ISBN; ISSN; etc. Library Automation and Software packages; Internet; Digital Libraries; RFID; Networks-DELNET, NICNET, etc; National and International Information Systems-NASSDOC, NISCAIR, DESIDOC; etc.

Sl. No.	Name of Post	Syllabus
5	**Junior Engineer (Electrical)**	QA/QC, Electrical designing, Auto CAD, errection/installation (from low voltage switch gear to high voltage gear), testing & commissioning including trouble shooting of HT & LT power distribution system, installation of HT/MV switch boards, Substation equipment's installation of transformers and MV generators, Laying of UG cables, UPS, fire alarm and communication etc. Generation of 3-phase e.m.f. armature reaction, voltage regulation, parallel operation of two alternators, synchronizing, control of active and reactive power. Starting and applications of synchronous motors. Different types of power stations, Load factor, diversity factor, demand factor, cost of generation, inter-connection of power stations. Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical faults. Switchgears – rating of circuit breakers, Principles of arc extinction by oil and air, H.R.C. Fuses, Protection against earth leakage / over current, etc. Buchholtz relay, Merz-Price system of protection of generators & transformers, protection of feeders and bus bars. Lightning arresters, various transmission and distribution system, comparison of conductor materials, efficiency of different system. Cable – Different type of cables, cable rating and derating factor. Government Tender process.
6	**Physical Training Instructor**	Objectives, principles and components of physical education, Benefits of physical activities, concepts and components of total fitness, principles of physical fitness, warming up, conditioning, and cooling down; methods to develop and measure health and skill related components of physical fitness. Calorie Intake and expenditure, energy balance equation, role of personal hygiene, mental hygiene, sleep hygienic, occupational hygiene in physical education and sports. Definition and description of cell, tissue, organs and body systems, brief introduction to skeletal system, muscular system, circulatory system, respiratory system, digestive system, excretory system, nervous system and endocrine system, with respect to sports. Physiological factors affecting the development of physical fitness components. Concepts of fatigue, stitch, cramp, oxygen debt, second wind. Maximum heart rate, vital capacity, snake volume, temperature regulation. Concept of nutrition, balanced diet, Dietary Aids. Types and causes of scoliosis, lordosis, knock knees, bow knees, flat foot, and corrective exercises. Concepts and significance of, and factors causing injuries, and their general principles of prevention. Management of injuries (strain and muscle and ligament sprain, frozen shoulder, lower back strain, Tennis and Golfer's elbow, Runner's knee, shin pain, blister, concussion, laceration, abrasion, fracture, dislocation). Sport injuries and first aid.

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Sl. No.	Name of Post	Syllabus
7	Junior Technical Superintendent	**ECE** Basics of Electronic circuits and measurement. Digital Electronics. Analog Electronics. IoT. Microprocessors and Microcontrollers. Signals, Systems and Communication. Various passive and active components. Characteristics of active components. VLSI basics. Power electronics. Various measuring equipment and simulation software tools for conducting Electronic laboratory experiments such as Matlab, Xilinx etc. Python and C. **CSE** Linux commands and utilities, Command line text editor: Nano, Linux file permissions and file systems, LDAP, Google workspace, DHCP server, DNS Server, NTP server, Web server and Application server configuration and management. Docker and Kubernetes. HPC installation and management. GPU cluster management. Operating system basics. Installation and configuration of layer2 and layer3 switches. Management of Routing, Policies, VLAN, WAN, SDWAN, VPN, OSPF, User authentication, Security profiles, one to one, port forwarding and Overload features of the hardware UTM. Apache and Nginx configuration. IP based telecommunication. NVR surveillance system. AV solutions. Installation and configuration of layer2 and layer3 switches. Management of Routing, Policies, VLAN, WAN, SDWAN, VPN, OSPF, User authentication, Security profiles, one to one, port forwarding and Overload features of the hardware UTM. **Programming** HTML, CSS, PHP, Javascript, Ajax, Node.JS, AngularJS and Mysql. Frame work: Laravel, CodeIgniter, Django etc. C, C++ and Python. Basic linux Commands. Linux file Management. Apache, Nginx configuration and management. Web development and deployment. SSL. Various server and client management.
8	Junior Technician	**ECE** Basics of Electronic circuits and measurement. Digital Electronics. Analog Electronics. Signals, Systems and Communication. Various passive and active components. Characteristics of active components. Power electronics. Various Measuring Equipment and simulation software for conducting Electronics laboratory experiments of an Engineering Institute. **Networking** Networks: Basic Linux Commands and utilities, Basic shell scripting (Bash), Linux file Management, Disk Backups, Command line text editing. OS/Software/Printer/AV/Surveillance systems installations, configurations, troubleshooting and repair. Networking Devices- Router, switch and access points installation and configuration. Networking Media. Firewall, LAN and WAN configuration in various OS. **CSE** HTML, CSS, PHP, Javascript, Ajax and Mysql. Basic linux Commands. Linux file Management. Apache and Nginx server configuration and management. Web hosting. SSL. Server Management. C, C++ and Python. OS/Software/Printer/ AV/Surveillance systems installations, configurations, troubleshooting and repair.

Sl. No.	Name of Post	Syllabus
9	**Junior Assistant**	**Accounts** General English Language, Grammar and Usage, General Awareness and Current Affairs, Quantitative aptitude, Mental Ability and Reasoning, Concepts of Financial Management, Cost Accounting, Management, Managerial Economics, Company Law, Capital Market, Fundamentals of Income-Tax, Marketing Management, Auditing, GFR, GeM, balance sheet etc., Service entitlements of employees of Govt. of India pattern of employment. **Gen. Admin.** General English Language, Grammar and Usage, General Awareness and Current Affairs, Quantitative aptitude, Mental Ability and Reasoning, 7th CPC, Basic knowledge of Govt. Rules relating to Establishment matters, service rules and leave rules, Govt. Establishment / Personnel / Admn. Matters service rules, deputation, disciplinary process, leave rules, pay fixation rules, LTC, pension rules, CCS (CCA) rules, reservation, New Pension Scheme, RTI, etc, File Maintenance and Record Keeping.
10	**Driver-cum-MTS**	General Awareness, General Intelligence, Elementary Maths and General English. Questions on Driving Technique & Motor Car Mechanism, knowledge of driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, etc.

9/6/23

Registrar