



भारतीय प्रौद्योगिकी संस्थान इंदौर  
खंडवा रोड, सिमरोल, इंदौर - 453552

Indian Institute of Technology Indore  
Khandwa Road, Simrol, Indore – 453552

Advt. No.: IITI/Rect./NT-02/07/2026

Dated: July 17, 2026

Indian Institute of Technology (IIT) Indore is an Institute of National Importance and is one of the second-generation IITs established by the Ministry of Education, Govt. of India. The Institute has been ranked as the 12<sup>th</sup> top Engineering Institute in the country by the National Institute Ranking Framework (NIRF) in the year 2025. IIT Indore has made its presence felt as a Centre of Excellence for Teaching, Learning, Innovation, and Research. With its state-of-the-art infrastructure, facilities, and conducive work environment, the Institute is the preferred choice for job seekers who aspire to build careers and serve in a premier academic Institute of National repute.

IIT Indore invites applications from Indian nationals having an excellent academic record and relevant work experience for the following position:

| <u>Sl. No.</u> | <u>Name of the Post</u> | <u>Category</u> | <u>No. of Posts</u> | <u>Pay Scale</u>                        |
|----------------|-------------------------|-----------------|---------------------|-----------------------------------------|
| 1.             | Executive Officer       | UR              | 02                  | Pay Level 12<br>(₹78,800 – ₹2,09,200/-) |

The applicants must apply **online through the link** <https://iitint.samarth.edu.in>. For further details, kindly visit the Institute website <http://iiti.ac.in/recruitments/non-teaching-recruitment>.

The last date for filling the online application is **August 06, 2026, till 05:00 PM (IST)**.

Sd/-  
Registrar  
IIT Indore

## **Details of the Post**

The essential and desirable education qualifications, and experience for the advertised post are as follows:

1. **Executive Officer**: (01 for Finance and 01 for Media)

### **Essential Qualification:**

Postgraduate degree in Finance / Media (as applicable to the post) from a recognized University/ Institute from a recognized University/ Institute with 60% marks or First Class as defined by the awarding University.

### **Essential Experience:**

15 years of relevant administrative experience in a Central Government / State Government / Autonomous Body / Central Educational Institution / University / IIT / IISER or equivalent organization, out of which minimum 5 years of experience at Pay Level 11 or equivalent in a Supervisory or Senior administrative role involving responsibility for policy implementation, coordination across departments, and institutional governance.

### **Desirable:**

1. Demonstrated experience in Finance & Accounts for the position in finance
2. Demonstrated experience in handling Media / Public Relations for the position in Media.
3. Ph.D. in the relevant field.

**Pay Level:** 12

**Upper Age limit:** 50 Years

## **Terms & Conditions**

### **General:**

1. Applicants should read carefully the requisite essential qualifications, age, experience criteria, etc., laid down in the advertisement before applying for the said post. The applicants must satisfy themselves of their suitability for the position to which they are applying.
2. Applicants are to ensure the correctness of all data filled in by them. All details furnished in the online application will be treated as final, and no changes will be made later. The applicant will be solely responsible for the entries made in the application form.
3. Applicants who have not been considered earlier against any previous advertisements need to apply afresh.
4. Applicants are advised to fill in their active e-mail address in the online application, as all correspondence will be made by the Institute through e-mail only.
5. Multiple applications by an applicant for the same post shall lead to the cancellation of the candidature.
6. Educational qualifications prescribed in this recruitment advertisement must have been obtained from a recognized Board/ Council/ University/ Institute.
7. Only **post-qualification experience** will be considered for the applicants.
8. Experience and age limit will be reckoned on the last date of online submission of the application form.
9. Applicants working in Government Institutions/ Organizations, Public Sector Undertakings, and Government Funded Institutions are required to submit the application routed through proper channel and submit a No Objection Certificate (NOC) along with the duly certified copies of ACR/ APAR for the last five years and Vigilance Clearance Certificate showing Major or Minor penalties imposed, if any.
10. 'Relevant experience' means experience related to the area of the post advertised. The Screening/ Shortlisting Committee will determine the relevance of experience, and its decision will be final and binding.
11. Certificate(s) in support of experience(s) should be in proper format. It should be on the employer's organization's letterhead bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, pay level (preferably as per 7<sup>th</sup> CPC), name, designation, email, phone number and signature of the Authorized Signatory/ Administrative Authority/ Owner/ Proprietor of the Organization along with seal.
12. Applicants who have submitted experience certificates from PSU/ Autonomous Bodies having different pay scales on regular posts should mandatorily submit an equivalence certificate for consideration of their experience, failing which experience would not be considered.
13. No TA/ DA shall be paid for attending any stage of the selection process.
14. Preference would be given to applicants having experience in Centrally Funded Technical Institutes (CFTIs) or reputed Educational Institutes and having sound knowledge in computer applications.
15. Updates/ modifications/ amendments in the advertisement and results will be communicated through the Institute website only. Issuance of the same in the newspapers is not obligatory on the part of the Institute.

16. The Institute strives to have a diverse and representative workforce, hence encourage female applicants to apply.
17. The number of vacancies to be filled may vary at the time of recruitment. The Institute reserves the right to fill the consequential vacancies, including additional posts arising at the time of the selection process, on account of re-appropriation, promotion, resignations, retirement, revision of RPN, adoption of new Recruitment and Promotion Policy etc., from available applicants.
18. IIT Indore will retain data of online applications received from applicants only for a period of six months after completion of the recruitment process, i.e., the declaration of final result(s). Thereafter, no queries on the subject shall be entertained.
19. The Institute reserves the right to not appoint/ cancel the post advertised partially or fully without assigning any reason at any stage of the recruitment process.
20. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be Instituted at Indore, and Courts/ Tribunals at Indore only have sole and exclusive jurisdiction to try any such cause/ disputes.
21. Any sort of canvassing or influencing any official related to the recruitment/ selection process would result in immediate disqualification of the applicant.
22. Non-compliance with the instructions mentioned in this advertisement may result in the rejection of the application.

**Procedure of Selection:**

23. Applicants are advised to visit the Institute's website regularly for updates which may include list of shortlisted, provisionally shortlisted & not shortlisted applicants, date of interview, results, etc.
24. The Institute reserves the right to decide the mode of screening and testing the applicant for various stages of the selection process.
25. The Institute shall have the right to restrict the number of applicants to be called for any stage of the selection process based on qualifications and experience higher than the minimum prescribed or any other criteria it may deem fit. The Institute shall also have the right to change the criteria to call the eligible applicants for the various stages of selection, depending upon the response received against the advertised posts.
26. Only shortlisted applicants will be called for a Written Test/ Skill Test/ Job Suitability Test/ Personality Test/ Interview as applicable, with only qualified applicants called for further rounds of selection.
27. Call Letters, to the shortlisted applicants, will be issued only through their registered email IDs. Detailed instructions shall be provided in the Call Letter. No hard copy of Call Letters would be sent.
28. The Institute reserves the right to decide upon the qualifying marks of the Written Test/ Skill Test/ Job Suitability Test/ Interview or any other mode of selection process, at any stage.
29. Admission of the applicants to any stage of the selection process will be purely provisional, subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issuance of a Call Letter will not imply that his/ her candidature has been found eligible.
30. No interim correspondence will be entertained from applicants regarding the conduct of the Interview and the result.

31. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage, even after the issuance of the offer of appointment, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the applicants.
32. While appearing in the Written Test, Skill Test, Job Suitability Test, Personality Test, Interview, etc., the applicants are required to make their own arrangements for food, transport, and stay.

### **Reservation and Relaxation:**

33. The age limit may be relaxed by 05 years in case of a person serving in Central/ State Government/ Autonomous Bodies (Central/ State) in a regular position and having a minimum experience of 03 years of continuous service. A certificate in this regard is to be submitted.
34. The age limit may be relaxed by 05 years for the staff engaged at IIT Indore through the Contract, Outsource Agency, Project & all Section 8 Companies established by IIT Indore who are educationally qualified and have rendered a minimum of 05 years of service on a continuous basis. A certificate in this regard is to be submitted.

### **Service Condition:**

35. All the appointees, including in-service applicants, shall be governed by the New Pension Scheme (NPS) of the Govt. of India.
36. Though the vacancy positions indicated are for IIT Indore, the Institute reserves the right to relocate the selected applicant to any of its Units/ Centers/ Departments or any other to be established elsewhere.
37. The Institute may verify the antecedents and documents submitted by the applicant during his/ her service tenure. In case, it is detected that the documents submitted by the applicant are fake/ forged or the applicant has clandestine antecedents/ background or has suppressed any information, then his/ her service shall be terminated, and legal action may also be initiated against such applicants/ employees.

### **Application Procedure and Submission:**

38. Instructions for completing the application are available on the application website. Please refer to the instructions while filling in the application.
39. The applicant must apply online by visiting the website: <https://iitint.samarth.edu.in>.
40. It is mandatory to fill out the application online at the link provided above. Only online applications will be considered for screening. No hard copy submission or soft copy submission through email will be accepted.
41. The applicant should retain a copy of the filled application with the application form's reference number for future reference.
42. Referees will receive an auto-generated email from IIT Indore on the submission of an online application by the applicant or as and when required during any stage of the selection.
43. Applicants who face any technical problems while applying for the online application, may send their queries to the e-mail address at [recruitmentcell@iiti.ac.in](mailto:recruitmentcell@iiti.ac.in) or call at +91-731-6603537 between Monday to Friday from 10:00 am to 05:00 pm. The queries will be answered till the closing date of the application only.

44. To ensure the timely submission of the online application form, applicants are advised to initiate the process well in advance of the deadline to accommodate any potential technical issues or unforeseen delays. It is strongly recommended to avoid last-minute submissions, as heavy server traffic or payment gateway issues may occur on the closing day. The Institute shall not be responsible for any technical glitches or delays encountered at the last moment.

**Application Fee:**

45. Applicants must pay the following non-refundable application fee only through the online payment gateway available in the application portal. No other mode of payment will be accepted. The payment reference number will be automatically captured and reflected in the online application form.

| <b><u>Category</u></b>             | <b><u>Fee</u></b> |
|------------------------------------|-------------------|
| Female Applicants, SC*, ST* & PwD* | NIL               |
| Ex-Servicemen* & OBC-NCL*          | ₹500/-            |
| UR                                 | ₹1000/-           |

(\*Documentary Proof to be attached, failing which, the candidature will not be accepted)

46. Fee, once paid, will not be refunded or re-adjusted under any circumstances, including cancellation of advertisement.

Sd/-  
Registrar  
IIT Indore