



IIT PALAKKAD

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD
NILA CAMPUS, PUDUSSERY PO, KANJIKODE WEST,
PALAKKAD, KERALA – 678 623

Advt. No.: IITPKD/R/NF/01/2025 Dated: March 13, 2025

Indian Institute of Technology Palakkad, an Institute of National Importance under the Ministry of Education invites **Online Applications** for the following posts:

Sl. No.	Post Code / Post Name	Upper Age Limit # #	Qualification / Experience *	Pay Level / Pay Scale under 7 th Central Pay Commission	No. of Posts / Reservation
1.	Post Code 25101: Junior Hindi Assistant Gr.I (Group C)	27 Years	Essential Qualification: Bachelor's degree in Hindi with English as a compulsory or elective subject or as a medium of examination at Degree level with at least 60% marks or equivalent CGPA and at least 3 years of relevant translation experience from Hindi to English and vice-versa in any University/Government/Government organizations.	Level 5 (Rs.29,200- Rs.92,300)	UR- 1
2.	Post Code 25102: Junior Attendant (Group C)	27 Years	Essential Qualification: Matric / SSLC	Level 1 (Rs.18,000- Rs.56,900)	UR- 4 OBC- 1

The age will be reckoned as on the closing date of the online application of this advertisement.

* Mark sheet and certificate of qualifying degree and relevant experience certificates must be uploaded **MANDATORILY** in the application portal.

Age, qualification and experience will be calculated on the closing date of online applications. Relaxation in age to Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes - Non Creamy Layer (OBC-NCL), Persons with Disabilities (PwD) and Ex-Servicemen would be admissible as per Government of India Norms.

How to apply: Candidates possessing the requisite qualifications and experience may [apply online](#) only. The online portal for applications will be active from 2100 hrs on March 14, 2025 onwards. Last date of closing of the online application interface is 1700 hrs on April 12, 2025.

Note:

1. The candidates must be citizens of India.
2. The posts are on a regular basis with a probation period of one year.
3. In case, the number of applications received are high, the Scrutiny/Shortlisting Committee may adopt additional/higher criteria for shortlisting. The shortlisted applicants will be called for the selection process and subsequent stage(s), as applicable, on qualifying the same as per decision of the Committee.

4. For expeditious completion of the selection process, all communications in connection with the selection process will be undertaken only through electronic media and by way of announcements on the Recruitment Website of IIT Palakkad (<https://joinus.iitpkd.ac.in/>). The Institute reserves the right to fill or not fill any or all the posts advertised. The Institute reserves the right to restrict the number of candidates at any stage of the selection process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. The shortlist will be placed on the Recruitment Website of IIT Palakkad (<https://joinus.iitpkd.ac.in/>)
5. Addendum/Corrigendum, if any, with respect to this advertisement and/or related to the recruitment process will be uploaded in the Recruitment Website of IIT Palakkad (<https://joinus.iitpkd.ac.in/>) only. No other means of communication will be used for the same. Therefore, candidates are advised to periodically visit the Recruitment Website of IIT Palakkad (<https://joinus.iitpkd.ac.in/>) for updates, if any.
6. Calling a candidate for a test/interview conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
7. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. Candidates should possess a valid OBC certificate with non creamy layer clause as per GoI guidelines.
8. All qualifications obtained by the candidates should be from a recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/experience in exceptional cases.
9. Any experience gained after the minimum qualifying degree/diploma will only be taken into consideration.
10. The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.
11. **Candidates will be shortlisted for the selection process on the basis of the information furnished by them in their online application.** They must ensure that such information is true. If at any subsequent stage or at the time of test/interview, any information given by them or any claim made by them in their online application is found to be false, their candidature will be liable to be rejected.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/withdraw/cancel any communication made to candidates.
13. Mere fulfilment of eligibility criteria does not guarantee that applicants will be called for the selection process.
14. The candidates who have submitted experience certificates from PSU/Autonomous bodies/ private organisations and their pay scales are different, it is their responsibility to submit equivalent certificates to consider their experience. Otherwise, that experience may not be taken into account.
15. Age limits prescribed for the posts are not applicable for regular employees of the Institute.
16. The institute reserves the right to not fill up the posts and/or alter the number of posts advertised (i.e. increase or decrease the number of vacancies) and/or cancel the advertisement in whole or in part without assigning any reason and its decision in this regard will be final and binding. The institute also reserves the right to extend the closing date for receipt of applications.
17. In case of any disputes/ 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 Palakkad only.
18. The mode of selection for each post shall be published in the Recruitment Website of IIT Palakkad (<https://joinus.iitpkd.ac.in/>) in due course of time. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reasons.
19. The candidates applying for the posts should ensure that they fulfil the eligibility conditions for the posts. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the eligibility conditions. Mere issue of call letter for examination/test to the candidate will not imply that her/his candidature has been found eligible.

20. NOC from the present employer as applicable may be submitted as and when called for during the selection process.
21. No TA will be paid for attending any stages of the selection process.
22. For the post of Junior Attendant (Post Code: 25102), the scope of work shall include the duties and responsibility of Multi Staff / other similar posts in the Pay Level 1 of 7th CPC.
23. Canvassing in any form shall lead to disqualification of candidature.
24. No correspondence whatsoever will be entertained from candidates regarding conduct and result of selection process and reasons for not being called for selection process.
25. If a waitlist is drawn for any post, its validity shall be one year from the date of the declaration of results. Mere inclusion on the waitlist does not guarantee that an offer of appointment will be issued by IIT Palakkad. The drawing of the select list and waitlist shall be at the discretion of the competent authority of IIT Palakkad.
26. Application Fee and Process: There will be an application fee of **Rs. 200/-** (Rupees Two hundred only). Candidates belonging to Scheduled castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Women candidates are exempted from payment of Application Fee. The candidates are required to pay the application fee through the payment gateway of the Online Application Portal only. The Application Fee once paid will not be refunded.

Hardcopies of Online Application need not be submitted at this stage.

**-Sd-
Registrar
IIT Palakkad**