भारतीय सूचना प्रौद्योगिकी संस्थान कोटा
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KOTA
SPL-269, RIICO Industrial Area, Kuber Extension, Ranpur, Kota -325003
Ph: 0141-2715071, E-Mail: office@iiitkota.ac.in

No.: IIITK/2024-25/P&D/1075/291 **Date:** 05th November, 2026

Advertisement No. IIITK/2026-27/Security Supervisor/01

The Institute invites application from Indian Nationals for the post of Security Supervisor (purely on contract basis). The term will be initially for a period of one year which may be extended up to maximum of two (2) more years depending on the performance of the candidate. The term/tenure may be terminated at any moment of time without assigning any reasons thereof.

DETAILS OF AGE, EDUCATIONAL QUALIFICATION, EXPERIENCE & JOB PROFILE

1	**Post**	**Security Supervisor**
2	**No. of Posts**	**03**
3	**Scale of Pay**	Rs.40,000/- per month (consolidated)+Transportation Allowance Rs.4,000/- per month.
4	**Qualification and Experience**	The candidate should be a retired individual from Defense/Paramilitary Forces, having served at least as a Ex-Servicemen Supervisors with a Supervisory rank/Junior Commissioned Officers (JCOs) in the Army or holding an equivalent post in the Navy, Air Force, BSF, CISF, CRPF, or other paramilitary forces. The candidate should possess a Bachelor's degree from a recognized university or a Graduation Certificate from the Defense /Paramilitary Forces, along with a minimum of 3 years of supervisory experience in a reputed academic institution or organization.
5	**Desirable**	1. Candidates should have a strong understanding of modern CCTV surveillance systems. 2. Minimum of 3 years of work experience in a reputable academic institution, with at least 3 years of experience at the level of Security Supervisor. 3. Must meet the Shape-I medical standard as per Defense or Central Para Military Force norms. 4. Must be proficient in Hindi and English language.
6	**Age**	Below 58 years
7	**Job Profile**	1. The individual will be responsible for overseeing all security arrangements for the IIIT Kota Campus and supervising the deployment of watch and ward staff. 2. The individual will be responsible for security arrangements during their shift at the IIIT Kota Campus and will supervise the deployment of watch and ward staff. 3. The individual will coordinate with administrative authorities to ensure proper arrangements for events on campus and will liaise with local police stations to address security requirements as needed. 4. The individual will also undertake any other related tasks as assigned by the authorities from time to time.

Provisional list of shortlisted/eligible candidates for interview will be displayed on the Institute Website.

The envelope containing the application be super scribed as "**Application for the Post of ……**".

1. The completed application in prescribed format along with self-attested copies of all original documents should be sent to **The Registrar, Indian Institute of Information Technology, Kota, SPL-269, RIICO Industrial Area, Kuber Extension, Ranpur, Kota -325003, Rajasthan, (India)** mentioned the name of post on envelope).
2. No **TA/DA** will be admissible for interview.
3. The originals have to be produced at the time of interview only. The selected candidate is required to join immediately.
4. Last date of submission of application form in prescribed format is **04.12.2026** at **05:00 PM.**

GENERAL INFORMATION

1. Candidates must bring filled application form, detailed CV along with a set of self-attested photocopies of their academic and/or experience credentials along with the original certificates, an original Identity proof issued by Government and two passport size colour photographs on the day of interview.
2. All Qualification, Experience and Age Limit will be recognized as on **04.12.2026**.
3. As an Institute of national importance, IIIT Kota strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
4. IIIT Kota strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.
5. Degree as referred above should have been awarded by a recognized University/ Institute.
6. The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
7. Experience gained only after the minimum qualifying degree will be taken into consideration.
8. Contractual appointments are purely temporary and candidates joining as contractual employee will be unrelated to any permanent position in IIIT Kota.
9. Mere eligibility will not vest any right on any candidate for being called for selection test and/or interview. The Institute reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit, on the basis of qualification, experience, and relevant to its needs higher than those prescribed in this advertisement.
10. Canvassing in any manner would entail disqualification of the candidature.
11. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute regarding the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kota.
12. Candidates will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims as applicable.
13. Depending upon the number of applicants and/or requirement, the Institute, may conduct a selection test apart from the Interview.
14. No TA/DA will be paid to attend the selection process (Test and/or Interview).
15. The Institute reserves the right to modify/defer or cancel the advertisement/recruitment at any stage of processing without assigning any reasons.

Terms & Conditions for engagement of a person on Contract Basis in the Indian Institute of Information Technology Kota

1. The term of engagement on contract basis shall ordinarily be for an initial period not exceeding one year which is extendable by another one year at the discretion of Competent Authority subject to satisfactory performance and also subject to the requirement of the Institute. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 2 years after superannuation.
2. The monthly remuneration will be a consolidated amount of Rs.40,000/- p.m. + Transportation Allowance Rs.4,000/- p.m. for the Security Supervisor.
3. There will be no annual increment/percentage increase during the contract period. No House Rent Allowance shall be admissible. Paid leave of absence at the rate of 1.5 days for each completed month of service may be allowed. Accumulation of leave beyond a calendar year is not allowed.
4. He/ She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time.
5. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all the time.
6. In case he/she remains absent from duty, a proportionate deduction from the remuneration will be made. Further, the engagement may also be terminated. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
7. He/ She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity or any other benefits available to the government servants who have been appointed in the Government.
8. He/ She shall not have any claim to any post under the institute on the basis of this engagement as Contract employee.
9. He/ She shall be required to maintain decorum and office discipline as expected from a responsible officer.
10. He/ She shall be required to sign the non-disclosure agreement. He/ She is required to submit a declaration regarding his/her marital status.
11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable to termination of the contract.
12. The Institute reserves the right to terminate the contract at any time in case:

    a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The Institute chooses not to renew the contract at the end of the initial period of engagement.
13. In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days prior notice to the Institute.
14. Confidentiality clause During the period of engagement with IIIT Kota, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Institute to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/advice to any person other the Institute on any matter during the period of his/her engagement with the Institute. The contractual employee should sign Non-Disclosure Undertaking (Form A).
15. The other terms and conditions as mentioned in advertisement shall also apply.

Note: Applicants are advised to visit Institute's website regularly for further updates/information

REGISTRAR

Form-A

NON-DISCLOSURE UNDERTAKING

To,

The Registrar,

IIIT Kota

Sir,

1. I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this offices confidential information and keep it strictly confidential.
2. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. To hold such confidential information in-trust and confidence both during and after the term of engagement.
4. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with IIIT Kota which would otherwise conflict with my obligations towards IIIT Kota
5. To abide by data security policy and related guidelines issued by IIIT Kota.
6. Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement
7. To maintain highest standards of ethics & integrity during the period of engagement.
8. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Institute any records/material, equipment, documents or data which is of confidential nature.
9. I shall keep IIIT Kota informed of any change in my address or contact details during the period of my engagement.
10. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
11. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Signature
Name Address & Contact No.

Date: