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कुलसचिव कार्यालय
(गैर-शिक्षण भर्ती प्रकोष्ठ)

Office of the Registrar
(Non-Faculty Recruitment Cell)

VACANCIES IN MINISTERIAL/ TECHNICAL / LIBRARY SECTOR
Advt.No. 01/2016-17

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an institution of national importance for higher learning in the field of engineering & technology education and research. The Institute invites online applications from the Indian Citizens for the following non-faculty posts in Ministerial/Technical/ Library Sector as per the Pay Band plus Grade Pay mentioned against each. The candidates are required to submit the application and requisite fee through **online portal only.** The online portal shall remain open from **18.04.2016 to 07.05.2016**.

After successful online submission of application a print out of the application form along with self attested supporting documents is to be sent to the *Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi-221005 (India)* **by speed-post/ registered post/ courier so as to reach on or before 14.05.2016 upto 5.00 p.m.** Before submission of online form the candidates are advised to carefully read the "*Instructions for online submission of form"* available on the online portal and "*General Instructions to the Candidate"* printed hereunder.

IMPORTANT DATES:

1.	Opening date for submission of online application:	**18.04.2016**
2.	Last date of submission of online application:	**07.05.2016**
3.	Last date of submission of print out of application along with supporting documents:	**14.05.2016 till 5.00 p.m.**

Sl. No.	Name of the post	Group	No. of Vacancies					Pay Band (PB) and Grade Pay(GP)/Academic Grade Pay (AGP)
			SC	ST	OBC	UR	Total	
1	Assistant Librarian	A	-	-	-	01	**01**	PB-3:15,600-39,100 +AGP 6000/-
2	Junior Superintendent	B	01	-	02	01	**04**	PB-2: 9300-34800+GP 4200/-
3	Junior Superintendent (Public Relations)#	B	-	-	-	01	**01**	PB-2: 9300-34800+GP 4200/-
4	Junior Technician [Teaching Learning Cell]##	C	-	-	-	01	**01**	PB-1: 5200-20000 +GP 2000/-
5	Junior Library Assistant	C	-	-	-	03	**03**	PB-1: 5200-20200+GP 2000/-

This post belongs to the common cadre of Junior Superintendent.
This post belongs to the common cadre of Junior Technician.
Qualifications:

	The essential qualifications, desirable qualifications, experience and upper age-limit for the above mentioned posts are as under :	

| 1. | Assistant Librarian | **Essential:**

(1) A Master's Degree in Library Science / Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
(2) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
(3) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree), Regulations 2009, shall be exempted from |

		the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian. **Desirable:** 1. One year certificate course/PGDCA in computer application from a recognized institution or equivalent. 2. Working experience with Library software/ content management software Libsys/Koha/SOUL/Dspace/Drupal,etc. 3. Preference will be given to candidates already working in IIT Library system. **Age limit: 35 Years.**
02.	Junior Superintendent	**Essential:** **(1)** Master's Degree with 5 years of post qualification relevant experience or Bachelors Degree with 7 years relevant experience in government Departments/ Government Autonomous organizations (including educational institutions)/PSUs **(2)** Knowledge of Office procedures, rules, computer office application and Secretarial practices **Desirable :** **(1)** Experience in handling Accounts/Work Accounts/ Audit Purchase and import/ establishment matter/ legal/Recruitment/ Academic and student related matter/Estate Management Hospitality/R&D **(2)** Accustomed to working in computer environment. **Age limit: 40 Years.**
03.	Junior Superintendent (Public relations) This post shall belong to the common cadre of Junior Superintendent.	**Essential:** **(1)** Master's degree in Public Relations/Journalism and mass Communication **(3)** Minimum five (5) years of post qualification work experience in public relations/publications/printing/publishing in government Departments/ Government Autonomous organizations (including educational institutions)/PSUs **Desirable :** Accustomed to working in computer environment. **Age limit: 40 Years.**
04.	Junior Technician [Teaching Learning Cell] This post shall belong to the common cadre of Junior Technician.	**Essential:** **(1)** Bachelor's degree in any discipline. **(2)** Minimum two (2) years of post qualification work experience in audio-video, film production, animations, webcast, MOOC etc. Science Communication (both oral and writing); handling state-of-the-art audio-video equipment. Computers and ICT tools in government Departments/ Government Autonomous organizations (including educational institutions)/PSUs **Desirable :** 1. Accustomed to working in computer environment. 2. Background of Fine Arts and Computer graphics design **Age limit: 18 to 35 Years.** **Job Responsibilities:** Assisting in creation of e-learning resources as well as managing e-contents received from other organizations.
05.	Junior Library Assistant	**Essential:** Bachelors Degree in Library & Info. Science **OR** Diploma in Lib & Inf. Sc with Bachelor's Degree in any discipline **OR** two years degree in M.Lib & Inf. Sc. (Integrated) **Desirable:** Hands-on experience of computer Applications in a Library of repute. **Age limit: 18 to 35 years.**

DETAILS OF APPLICATION FEE
(To be deposited through online-portal only)

(i) For Group 'A' and 'B'posts	
(a) Other than SC, ST and PD candidates	Rs.500/-
(b) SC, ST and PD candidates	Rs.250/-
(ii)For Group'C'posts	
(a) Other than SC, ST and PD candidates	Rs.250/-
(b) SC, ST and PD candidates	Rs.100/-

General Instructions to the Candidates

1. Appointment on the aforementioned posts may be made on regular/contract/standard deputation terms. In case of deputation, benefits will be given as per GOI norms

2. Selection Process, which may include Written Test, will be announced later.

3. Traveling Allowance is admissible to the candidates called for interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. The Travelling Allowance shall not be paid in cash but sent by cheque to the correspondence address of the candidate.

4. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of positions may increase or decrease at the time of interview. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.

5. **The Institute may draw a panel of candidates for filling up future vacancies**.

6. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.

7. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application **i.e. 07.05.2016.**

8. **The Institute reserves the right to relax any of the advertised condition in case of deserving candidates.**

9. Relaxation in age limit would be admissible as per Central Government rules.

10. Application fees once paid shall not be refunded under any circumstances. Print copy of application r e c e i v e d after the last date i.e **14.05.2016**, (ii) incomplete in any respect and (iii) any fresh paper/ enclosures after closing date, shall not be considered.

11. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.

12. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment σ during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

15. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings should route the print out of applications alongwith self attested supporting documents through proper channel failing which they will be required to produce No-Objection-Certificate at the time of interview, provided they had sent an advance copy.

16. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.

17. Candidates are advised to satisfy themselves before applying that they possess atleast the minimum essential qualifications laid down in the advertisement.

18. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

19. Canvassing is any form will be a disqualification.

20. No interim correspondence shall be entertained.

21. The posts carry retirement/terminal benefits as per GOI rules. Applicability of New Pension Scheme 2004 will be as per GOI rules.

22. SC/ST/OBC candidates are required to attach the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.

23. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test/interview.

24. The information regarding written test will be furnished on the website of the Institute and will be sent through e-mail only to the candidates. No separate letter by post will be sent for this purpose. Further, for updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.

25. No T.A./D.A. will be paid for written test.

26. Incomplete application or without application fee or without relevant supporting enclosures will be summarily rejected.

27. Print out of application along with the relevant enclosures is to be sent to the *Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi-221005 (India)* **by speed-post/registered post/courier so as to reach on or before 14.05.2016 upto 5.00 p.m.***. The envelope should be super scribed with the name of the post applied for.*

Date: 13.04.2016

REGISTRAR