



Advt. No. IITJ/2016-17/Non-Academic Staff/19

17 June 2016

IIT Jodhpur, an engineering & technology institute of national importance, is dedicated to education, research and development. The Institute promotes academic excellence in teaching and technology research. The Institute is looking for suitable Indian Nationals, through **ONLINE** applications only, for appointment on **Contract / Deputation / Regular** basis based on performance.

S. No.	Name of the Post	Vacancies					Pay Band and Scale	Grade Pay (Rs.)
		Total	UR	SC	ST	OBC		
01	Executive Engineer (Electrical)	1	1	-	-	-	PB-3 Rs. 15,600-39,100	6,600
02	Assistant Executive Engineer (Civil)	1	1	-	-	-	PB-3 Rs. 15,600-39,100	5,400
03	Assistant Registrar	2	1	-	-	1	PB-3 Rs. 15,600-39,100	5,400
04	Medical Officer	1	-	1	-	-	PB-3 Rs. 15,600-39,100	5,400
05	Assistant Engineer (Civil)	1	1	-	-	-	PB-2 Rs. 9,300-34,800	4,600
06	Junior Superintendent	2	1	-	1	-	PB-2 Rs. 9,300-34,800	4,200
07	Physical Training Instructor	1	-	-	-	1	PB-2 Rs. 9,300-34,800	4,200
08	Junior Technical Superintendent (ME)	3	2	1	-	-	PB-2 Rs. 9,300-34,800	4,200
09	Junior Technical Superintendent (EE)	3	1	1	1	-	PB-2 Rs. 9,300-34,800	4,200
10	Junior Technician (Biology)	1	-	1	-	-	PB-1 Rs. 5,200-20,200	2,000
11	Junior Technician (Physics)	1	1	-	-	-	PB-1 Rs. 5,200-20,200	2,000
12	Junior Technician (Chemistry)	1	-	-	1	-	PB-1 Rs. 5,200-20,200	2,000
13	Junior Assistant	09 (1+8*)	5	1	2	1	PB-1 Rs. 5,200-20,200	2,000
Total Number of Posts		27	14	5	5	3		

* Subject to approval of governing body.

Online application is available at URL (http://oa.iitj.ac.in/OA_REC)

Gross emoluments: Admissible benefits include Basic Pay, DA, and Transport Allowance, as per Government of India rules and as applicable at Jodhpur, Rajasthan.	
Reservation: Reservation for the posts advertised are applicable as per Government of India norms to SC (Scheduled Caste), ST (Scheduled Tribe), OBC (Other Backward Classes), PH (Physically Handicapped) and Ex-Service Man.	
Age Bar	Group A Posts at S. Nos. 01 to 04: 50 years; Group B Post at S. Nos. 05: 50 years; and S. No. 06 to 09: 32 years; Group C Posts at S. Nos. 10 to 13: 27 years. The age, qualification and experience will be calculated on the closing date of online submission of applications. Relaxation in age would be admissible as per Central Government Rules. Employees of IITs, who meet the minimum educational qualification and are found eligible otherwise, can be considered for the recruitment up to a maximum of 50 years of age.

The essential, desirable qualifications and experience required for the above post (s), as per above Serial Number of the posts, are as under:	
01	<p>Essential</p> <ol style="list-style-type: none"> 1. First class degree or equivalent grade in Electrical Engineering from a recognized University/Institute. 2. At least 5 year experience in relevant field as Engineer/Assistant Engineer in PB 3 and Grade Pay of Rs. 5400/- from CPWD/State PWD or similar organized services/ Semi - Government./PSU/Statutory or Autonomous organization/Universities/ reputed Institute or organizations under Central/State Government. <p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge of DG sets, lifts, pumps, fire alarm system or AC plant shall be an added advantage 2. Experience of construction and maintenance of HT and LT Lines
02	<p>Essential</p> <p>A First Class Bachelor degree in Civil Engineering from a recognized University/Institute.</p> <p>Experience</p> <p>At least 5 years as Assistant Engineer or equivalent post in Grade Pay of Rs. 4,600 in Civil works.</p> <p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software 2. Experience of construction management.

03	<p>Essential Education:</p> <ol style="list-style-type: none"> 1. Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute <p>Essential Experience : Employees serving as Superintendent or equivalent post for at least 5 years at Grade Pay of Rs. 4,600</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Qualification in area of Management, Engineering or Law, OR 2. Experience in handling computerized administration, legal, store and purchase, financial and establishment matters, OR financial / establishment matters. 3. A Chartered or Cost Accountant degree or diploma
04	<p>MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, OR Post-graduate diploma in General Medicine plus at least one year experience in a recognized hospital, OR MD, or MS, in General Medicine.</p>
05	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor Degree or Diploma in Engineering of 3 year duration in Civil from a recognized University/Institute. 2. 5 year experience in relevant field as Junior Engineer in PB 2 with Grade Pay of Rs. 4200/- <p>Desirable:</p> <ol style="list-style-type: none"> 1. Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software 2. Experience of construction management.
06	<p>Essential Education and Experience:</p> <ol style="list-style-type: none"> 1. Bachelor degree with 8 years relevant experience, knowledge of office procedures, rules, computer office application and secretarial practices in academic matters, estate management and Hospitality; 2. Accustomed to working in Computer environment <p>Desirable: Experience in handling Accounts, Audit, Purchase and Import, Establishment matter, legal or Recruitment</p>
07	<p>Essential: Bachelor's Degree in Physical Education with Diploma in Coaching from NIS Patiala</p> <p>Experience: 04 years relevant coaching experience</p> <p>Desirable:</p> <ol style="list-style-type: none"> (i) Coaching Basketball/Badminton/Lawn-Tennis/Cricket/Table Tennis/Squash/Athletics. (ii) Representation at district/state or national level in any of the above fields.
08	<p>Essential Education and Experience:</p> <ol style="list-style-type: none"> 1. M.Sc., B. Tech., B.E. or B. Sc. in Mechanical Engineering; OR Diploma in Engineering of 3 years duration in Mechanical Engineering from respective State Board with 5 years relevant experience of supervisory post in Pay Band 1 with Grade Pay of Rs. 2,800 or equivalent in Government Department, autonomous body or Private Sector Organization of repute. 2. Should have Computer literacy and experience of working in a computer environment <p>Desirable:</p> <ol style="list-style-type: none"> 1. Specialization in Dynamics and Vibration, IC Engine, Fluid Mechanics, Heat Transfer, Fluid and Thermal Engineering. 2. Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.
09	<p>Essential Education and Experience:</p> <ol style="list-style-type: none"> 1. M.Sc., B.Tech., B.E. or B.Sc. in Electrical Engineering or Electronics Engineering or Electronics and Communication Engineering or Electronics and Instrumentation Engineering; OR Diploma in Engineering of 3 years duration in Electrical Engineering or Electronics Engineering or Electronics and Communication Engineering or Electronics and Instrumentation Engineering from State Board with 5 years relevant experience of supervisory post in Pay Band 1 with Grade Pay of Rs. 2,800 or equivalent in Government Department, autonomous body or Private Sector Organization of repute 2. Should have Computer literacy and experience of working in a computer environment <p>Desirable: Work experience in at least one of the following areas: Vacuum Systems, Thin Film Deposition, Lithography, Electrical Characterization on probe station, Vector Network Analyzer.</p>
10	<p>Essential Education: B.Sc. in Biology or Diploma in Biotechnology/Molecular Biology/Bio-informatics/Bio-Medical/Bio-Medical Engineering of 3 years duration from recognised University/Board</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Wet Laboratory Experience 2. Experience in handling Biology and Chemistry Laboratory instruments 3. Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories

11	<p>Essential Education: B.Sc. in Physics or Diploma in Physics of 3 years duration from recognised University/Board</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in handling Physics laboratory instruments and good exposure and inclination towards experimental physics and/or 2. Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.
12	<p>Essential Education: B.Sc. in Chemistry, or Diploma in Engineering of 3 years duration in Chemical Engineering/Instrumentation from recognised University or Board</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in Chemistry Lab (UG/PG level) 2. Computer Literacy and working experience in Academic Institution/Larger Research Laboratories based on chemistry
13	<p>Essential Education: Bachelor's Degree with knowledge of computer applications</p> <p>Essential Experience : At least 01 year of relevant experience</p> <p>Desirable: Experience in handling establishment matters, legal, purchase and import, accounts, audit or hospitality</p>

General Instructions to Applicants

01	The each post carries retirement or terminal benefits as per Government of India norms.
02	Besides pay, each post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
03	Applicants are advised to satisfy themselves before applying that they possess at least the minimum essential qualification and experience laid down for the post.
04	SC, ST, OBC and Ex-Service Man applicants are required to attach the Caste Certificate, and PD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
05	The Institute reserves the right to: <ol style="list-style-type: none"> (a) Hold Written Test, Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant. (b) Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancies arising at the time of interview may be filled up from the available candidates. Thus the number of positions is open to change. (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; (d) Draw reserve panel (s) against the possible vacancies in future.
06	The Prescribed Essential Qualification and Experience indicated are bare minimum; mere possessions of same will not entitle the applicants to be called for test or interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test and interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for written test and/or interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all the qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences.
07	Applicant can see status of their application using their <i>Log-in Id</i> and <i>Password</i> on online portal at any point of time during the selection process. Institute will not display any separate list of shortlisted/selected candidates on Institute website.
08	The Institute reserves the right to relax age, qualifications and/ or experience in exceptional cases, or in case of person already holding analogous positions in a university, research institute, industry, etc.
09	Higher initial pay may be given to exceptionally qualified and deserving applicants selected.
10	The number of vacancies indicated in the notification is tentative. IIT Jodhpur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Jodhpur reserves the right to NOT fill any of the posts advertised.
11	The applicants have to pay a non-refundable application fees of Rs. 500 for the posts having Grade Pay of Rs. 5,400 and above and Rs. 250 for other posts. <u>SC/ST, Physically Handicapped applicants and Ex-Service Men</u> are not required to pay application fee. Submitting the application form and paying fee should be done only through the online process; please visit Institute's website (http://oa.iitj.ac.in/OA_REC) for the same. After submission of application and payment of fee a PDF of the completed form and fees receipt will be generated. The applicants are required to print hardcopy, sign and send the same along with all self-attested relevant supporting documents by post to IIT Jodhpur.
12	Persons serving in Government, Semi-Government, or Public Sector Undertakings should send the completed application form along with all relevant supporting documents and fee receipt in original THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Interview, provided they have sent an Advance Copy of the complete application form along with fees receipt in original .
13	The persons applying for more than one post, must apply separately for each post (along with payment of separate fees for each post) and send the complete application forms in separate covers super-scribed the post applied for.
14	The complete postal address (including Telephone Number, Fax Number, Mobile Number. and eMail address) of the present employer mentioning the name of the organization and whether the organization is a Government, Semi-Government, Autonomous, Public Sector Undertakings or Private Sector, should be indicated in the Application Form.

15	Outstation applicants called for test or interview will be paid rail fare as per norms of the Institute through Cheque or on-line transfer (RTGS/NEFT(to be sent later)) from the place of duty or residence to Place of Test or Interview and back by the shortest route.
16	Incomplete application form, without the self-attested copies of all relevant Certificates (both experience and professional), or application without requisite fee will be rejected. The responsibility of entries made in the application form lies with the applicant.
17	Canvassing in any form or bringing in any influence political or otherwise will be treated as a disqualification for the post. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.
18	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw, or cancel any communication made to the candidates.
19	After joining the service of the Institute, the candidate will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/She may be assigned any duty within the Institute or outside depending upon the exigency of the work.
20	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents or background and has suppressed the said information, then his or her services shall be terminated forthwith.
21	The candidates are required to apply only through ONLINE process upto 29 July 2016 The hardcopy of completed application along with all relevant supporting documents and fees receipt in original must reach the Institute on or before 5 PM on 05 August 2016 at the address given below. The envelope should be super scribed as "Application for the Post of" Address: Officer In-charge Office of Recruitment IIT Jodhpur Old Residency Road, Ratanada Jodhpur 342011 Rajasthan Phone: (0291) 2449071
22	Applications received after the due date shall not be considered.

Deputy Registrar