



भारतीय प्रौद्योगिकी संस्थान पटना INDIAN INSTITUTE OF TECHNOLOGY PATNA

पाटलिपुत्र कॉलोनी पटना – 800 013, बिहार भारत
Patliputra Colony, Patna – 800 013, Bihar, India
Phone: +91-612-2277381,82,84 Fax: +91-612-2277383

VACANCIES IN ADMINISTRATIVE AND TECHNICAL CADRE

Advt. No IITP/RECT/001/2013

19th Aug 2013

The Institute is in search for suitable Indian Nationals for appointment on regular/deputation/ contract basis for 5 years (likely to be confirmed, subject to noteworthy performance) on the following posts :

S. No	Name of Post(s)	No. of Vacancies					Pay Bands	Grade Pay	Group
		SC	ST	OBC	UR	Total			
1.	Executive Engineer (Civil) *	-	-	-	01	01	15,600-39,100	6,600	A
2.	Scientific Officer (Physics, Chemistry, CSE, Electronics/Instrumentation, Material Science etc.)	-	-	01	03	04	15,600-39,100	5,400	
3.	Assistant Registrar	-	-	01	01	02	15,600-39,100	5,400	
4.	Security Officer	01					50,000/- Fixed		
5.	Jr. Technical Superintendent	-	-	-	07	07	9,300-34,800	4,200	B
6.	Junior Engineer(Civil)	-	-	-	01	01	9,300-34,800	4,200	
7.	Jr. Superintendent	-	-	-	02	02	9,300-34,800	4,200	
8.	Physical Training Instructor	-	-	-	01	01	9,300-34,800	4,200	
9.	PS to Director	-	-	-	01	01	9,300-34,800	4,800	
10.	Sr. Accountant				01	01	5,200-20,200	2,800	C
11.	Jr. Assistant			01	01	02	5,200-20,200	2,000	
12.	Jr. Mechanic	-	-	-	02	02	5,200-20,200	2,000	
13.	Jr. Attendant	-	-	01	04	05	5,200-20,200	1,800	

* Post may be filled by Open/Deputation basis.

Mode of Appointment:- For all posts on regular basis/deputation/contract basis for 5 years (likely to be confirmed, subject to noteworthy performance). The Institute follows reservation norms as per GOI rules.

Apply online on the official website www.iitp.ac.in

Upper Age limit (As on 20/09/2013) : 45 Years for Post Code 1, 50 Years for Post Code 4 and 35 Years for rest of the posts.

Relaxation in age will be given to SC/ST/OBC Candidates as per GOI norms.

The qualifications & experience for the above post(s) are as under:-

Post Code 01 : Executive Engineer (Civil)

Essentials :- Possessing Degree in Civil Engineering from a recognized Institute/University. Assistant Engineers (Civil) who were selected through UPSC exam and have minimum experience of 5 years **OR**, Assistant Engineers (Civil) / equivalent position holders, with minimum experience of 8 years.

Desirable :-

- (a) Experience of coordinating with multidisciplinary design consultants and construction teams on large projects costing above 60 Crores.
- (b) Knowledge of CPWD working procedures & its manual.
- (c) Working knowledge of computer applications related to office work, structural designs, and project management software will be given preference.
- (d) Experience in Quality Control for two years.
- (e) Experience of Project Management.

Post Code 02 :

Scientific Officer (Physics)

Essential :

M.Sc. in Physics/ Material Science/B.Tech(Engineering Physics)/ Equivalent with first class from a recognised institute/university of repute with three years working in Physics related research laboratories.

OR,

Ph.D. in Physics/Materials Science with 1st Class M.Sc. in Physics from a recognized institute/university of repute with hands-on experience in Experimental Physics and techniques.

Desirable: Working knowledge in electronics, computer controlled experimental setup for data acquisition. Prior knowledge in handling some of the major equipments such as X-ray diffractometer, high power laser, thin film coating unit, low temperature facilities, vacuum pumps and other advanced sophisticated equipments would be added advantages.

Scientific Officer (Chemistry)

Essential:

M.Sc. in Chemistry with first class from a recognised institute/university of repute and having three years experience in chemistry related research laboratories.

OR,

Ph.D. with 1st Class M.Sc. in Chemistry from a recognized institute/university of repute with hands-on experience in handling analytical equipment of Chemistry and analytical techniques.

Desirable: Experience of operation and maintenance of analytical equipment.

Scientific Officer (CSE)

Essential:

- (a) M. Tech. (1st Class) in Computer Science and Engineering/B.Tech. (1st Class) with 2 years of relevant experience/MCA (1st Class) with 2 years from a recognized institute/university of repute.
- (b) The relevant experience (applicable for B.Tech./MCA)/ M.Tech specialization should be in the area of computer networking (Hardware/Software).

Desirable: Prior work experience as system administrator for Linux and Windows platform and programming skills.

Scientific Officer (SAIF-Sophisticated Advanced Instrumentation Facility)

Essential:

M.Sc. in Chemistry/Physics/BE in Chemical Engineering/B.Tech. in Chemical Engineering or equivalent with three years experience in handling and managing sophisticated equipments.

OR,

Ph.D. in Physics/Chemistry/Materials Science with 1st Class M.Sc. in Physics/Chemistry from a recognized institute/university of repute with one year experience in handling and managing sophisticated equipments.

Desirable: Hands-on experience in Single crystal XRD, NMR, HRMS and other sophisticated equipment used in chemistry, physics and material science laboratories.

Post Code 03: Assistant Registrar

Essential:

- (a) A Post Graduate with at least 55% marks or its equivalent grade from a university/ Institute along with good academic record from High School onwards.
- (b) A minimum of 5 years of relevant experience in Government Department or IIT / University / Educational or Research Institute in PB-2 9300-34,800 with Grade Pay 4200/- or above.
- (c) Candidates should have sound knowledge of Central Rules relating to General Administration, Finance & Accounts, Commercial Taxes, Labour Laws, Store and Purchase including Foreign Purchase, GFR, R&D etc.

Desirable :- Experience in Engineering / Technical Institute of National Importance like IITs / IISER / IISc / NIT and similar Govt. institutions.

Post Code 04: Security Officer (SO)

Essential :- Graduate with 05 years relevant experience in the armed forces as commissioned officer with experience in handling security matters of a large Institute for minimum 02 years.

Desirable :-

- (a) Persons with familiarity with computers and with good interpersonal skills will be preferred.
- (b) Should have sound health and active habits.
- (c) Experience in Engineering / Technical Institute of National Importance like IITs / IISER / IISc / NIT and similar Govt. institutions.

Post Code 05 : Junior Technical Superintendent

(Civil Engineering -02, Chemical Engineering – 01, Physics -01, Chemistry -01, Computer Science & Engineering -01 and Material Sciences -01)

Essential:- Diploma in Engineering with 3 years experiences for engineering departments **OR** B.Sc. with 2 years experience for science department **OR** B.Tech/B.E./M.Sc./MCA/ equivalent (all in relevant fields)

Desirable :- Experience of handling laboratory equipments/computer.

Post Code 06 : Junior Engineer(Civil)

Essential : Diploma in Civil Engineering with at least 3 years experience in estimation of Civil Engineering works, construction & maintenance of roads & RCC multi-storeyed buildings, water supply and knowledge of Auto CAD

Post Code 07: Junior Superintendent

Essential:-

- (a) Master's Degree OR Bachelor degree with at least 03 years working experience in an educational institute/reputed organization.
- (b) Liaisoning experience with other organisations & knowledge of IIT setup/ culture. Knowledge of running office /R&D setup/Shorthand.
- (c) Knowledge of office management, computer office application is essential.

Desirable :- Experience in Engineering / Technical Institute of National Importance like IITs / IISER / IISc / NIT and similar Govt. institutions

Post Code 08:- Physical Training Instructor

Essential :- Master's Degree in Physical Education with two years relevant experience **OR** Bachelor's Degree in Physical Education with five years of relevant experience.

Desirable:- Work Experience in IITs/NITs/IISER/IISc or Premier National Educational Institutes.

Post Code 09:- PS to Director

Essential :-

- (a) Bachelor's Degree with at least 3(three) years of working experience as PA/PS in Government, Semi-Government, IIT / Reputed University, Technical/Autonomous Institutions etc.
- (b) Excellent proficiency in English language Stenography with minimum speed of 100 w.p.m.,
- (c) Good knowledge of Computer language, Office Applications and Secretarial Practices.

Desirable:- Experience in Engineering / Technical Institute of National Importance like IITs / IISER / IISc / NIT and similar Govt. institutions.

Post Code 10: Senior Accountant

Essential:- Bachelor's Degree in Commerce/CA Inter with 3 years relevant experience
OR,
Master's Degree in Commerce with 02 years relevant experience
And having working knowledge of accounting software.

Desirable :- Must be proficient in MS Excel & MS-word.
Working knowledge of all statutory laws related to taxation, labour etc.
Working knowledge of noting & drafting.

Post Code 11: Junior Assistant

Essential :-

Bachelor's Degree with min 01 year relevant experience in establishment matters / legal/Purchase/Account/Audit/ hospitality etc. and having working knowledge of computer office applications.

Desirable : Experience in IITs/Premier Educational Institutions will be preferred.
Working knowledge of noting and drafting.

Post Code 12: Junior Mechanic

Essential :- Diploma in Civil Engineering/Electrical Engineering from a recognised University/institute with one year experience
OR,
ITI from a recognised institute with 3 (three) years of relevant experience.

Post Code 13: Junior Attendant (Semi-skilled)

Essential :- 10th standard pass with three year hands-on experience in assisting running offices, classes, labs, hostel office, guest houses of Educational Institute of repute, assisting in other activities like holding meetings/serving etc.

Desirable:- Experience of IITs / IISER / IISc / NITs will be preferred

General Information:

1. Employees of Govt./ Semi Govt. Organization/ Autonomous bodies should submit their application through proper channel. For deputation, candidates working in Central / State Government including Govt. Autonomous Bodies/ Organizations and Public Sector undertakings may also apply through proper channel. Candidates may send an advance copy.
2. The institute reserves the right to relax any of the qualification/experience/ age bar in exceptional cases, or in case of person already holding analogous positions in Government/ University/ Research Institution/ Industry.
3. Higher initial pay may be considered for deserving candidates holding exceptional experience.
4. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test/interview. Fulfilment of the prescribed essential and /or desirable qualifications per-se will not entitle a candidate to be called for test/ interview.
5. The complete postal address (including telephone/ Fax/ Mobile No. and email address) of the present employer mentioning the name of the organization and whether the organization is a Govt./ Semi Govt./ Autonomous/ Public Sector Undertakings/ Private Sector should be indicated in the Application form.
6. Application forwarded through proper channel must have annexed to it a gist of confidential reports of last five years and Integrity certificate/ Vigilance clearance certificate. The institute reserves the right to seek further details from the concerned department.
7. The Selection process will generally consist of written/trade test/ and /or interview. No TA will be paid for written test. However, the candidates called for interview will be paid AC-III rail fare (Rajdhani also)/ Chair car in Shatabdi Exp., for the posts at SL.No. 01 to 04 [For Group A] and Sleeper Class for the rest posts at SL.No. 05 to 13 for to and fro journey by the shortest route against original tickets.
8. Reservation for SC/ST/OBC/Ex Serviceman/ Persons with disabilities will be exactly as per Govt. of India rules.
9. Degrees as referred above are those which have been awarded by recognized university/ institution.
10. All posts are contractual for 5 years. After that they may be regularised or their contract may be extended depending on their performance. Further, they can be transferred as per the requirement within the institute.
11. Incomplete application or application without attested copies of certificate or without mentioning the post applied for or received after the last date are liable to be rejected. Interim correspondence will be not be entertained and replied to.
12. The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final. Institute also reserves the right to offer lower post according to the candidate's performance.
13. For applying, please visit our website: www.iitp.ac.in. **Online applications only will be considered. Last date for Online Application is 20th Sep 2013.**
14. The hardcopy of the online generated application form duly signed alongwith **Demand Draft of Rs 200/-** (no application fee for SC/ST/PH and women candidate) and **attested copies of certificates/testimonials of qualification, experience and cast** (if applicable), should be sent by hand or by speed post to Assistant Registrar, IIT Patna, Patliputra Colony, Patna -800013 by **27th Sep 2013**. Demand Draft of Rs 200/- should be from any nationalised bank, **in favour of IIT PATNA, payable at Patna.**

15. The candidates applying for more than one post must submit their separate application form for each post and send them in separate covers super-scribing the post applied for.
16. Any dispute with regard to the selection/ recruitment process will be subject to court/ tribunals having jurisdiction over Patna.
17. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED".
18. **The persons applied already earlier for the posts of Assistant Registrar and Junior Attendant (Semi-skilled), should update their biodata in the prescribed format.**

Advt. No IITP/RECT/001/2013 dated 19th Aug 2013

Registrar