



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं: / Advertisement No.: R/05/2014 Dated June 09, 2014

Indian Institute of Technology Kharagpur invites applications from Indian Nationals for filling up of the following posts on contract basis:

1. Executive Engineer (Civil): 1 (one) post.

Pay Band: ₹ 15600-39100/- (PB-3) + Grade Pay ₹ 6600/- and allowances as admissible.

Qualification & Experience: Bachelor's Degree in Civil Engineering or its equivalent with at least 8 years experience in the execution/supervision/maintenance of large Civil Works as Assistant Engineer, Engineer, Project Engineer or its equivalent grade.

Desirable:

- (i) Master's Degree in Civil Engineering.
- (ii) Post Graduate Diploma in Construction Management/Structural Engineering.
- (iii) Preference will be given to the candidates experienced in coordination and supervision of constructions and maintenance of civil works including Public Health. The incumbent should have experience in contract management, tendering, planning, works accounts procedures, bye-laws of local bodies, etc., and handling construction projects of multi-storied buildings and have experience in planning/estimating/tendering as per CPWD/PWD norms and should have knowledge in structural design, drawings, detailing etc.

2. Engineer (Civil): 2 (two) posts.

Pay Band: ₹ 15600-39100/- (PB-3) + Grade Pay ₹ 5400/- and allowances as admissible.

Qualification & Experience: Bachelor's Degree in Civil Engineering or its equivalent with at least 5 years experience in the analysis and design of various types of large civil engineering concrete and steel structures as Design Engineer, Assistant Engineer, Engineer, Project Engineer or its equivalent grade.

Desirable: Preference will be given to the candidates having thorough knowledge of BIS codes of practices and the candidate should have efficiency in established structural design along with structural drawings and detailing using graphic software etc.

3. Security Officer : 1 (One) Post

Pay Band: ₹ 15600-39100/- (PB-3) + Grade Pay ₹ 5400/ and allowances as admissible.

Qualification & Experience: Bachelor's degree with at least 8 years relevant security supervisory experience in Government or in a reputed organization. Should be well conversant with security matters and procedure to deal with local police and the general public.

Desirable: Persons served in supervisory rank in defence / paramilitary services or Officers holding analogous posts having NCC Certificate and firefighting training. Experience on security of residential educational campus, computer knowledge and familiarity with Indian Laws. The requirement of Bachelor's degree will not be insisted in the case of candidates who have joined Armed Forces through NDA.

4. Secretary: 3 (three) posts

Pay Band: ₹ 9300-34800/- (PB-2) with Grade Pay ₹ 4600/- and other allowances as admissible.

Qualification & Experience: Bachelor's Degree from a recognised University / Institutions with 8 years of relevant experience as Senior Stenographer or equivalent level. Knowledge of computer office applications & Secretariat practices. Minimum speed of 100 wpm in shorthand and Computer Typing Skill of 40 wpm or equivalent KDPH with an average of 5 key depressions for each word.

Desirable: Knowledge of MS Word, MS Excel, Power Point etc., exposure to Noting, Drafting, Office procedure like maintenance of Files etc. Good oral and written communication skills as well as proficiency in English are a must. Preference will be given to the candidates having experience in IIT/University or Higher Central / State Educational Institutions.

5. Junior Technical Superintendent: 20 (twenty) posts

Pay Band: ₹ 9300-34800/- (PB-2) with Grade Pay ₹ 4200/- and other allowances as admissible.

Qualification & Experience: Diploma in Engineering of three years duration in appropriate field **or** Bachelor's Degree in Science or equivalent Degree in appropriate field with 8 years relevant experience as Senior Technician or equivalent level. Experience and knowledge in computer application, electronic instruments, repairing & maintenance and handling of sophisticated instruments in the Workshop / Laboratory / Industry.

6. Junior Superintendent: 11 (eleven) posts

Pay Band: ₹ 9300-34800/- (PB-2) with Grade Pay ₹ 4200/- and other allowances as admissible.

Qualification & Experience: Bachelor's degree in any discipline with 8 years of relevant experience as Senior Assistant or in equivalent level. Knowledge of computer office application of MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

7. Junior Accounts Officer: 4 (four) posts

Pay Band: ₹ 9300-34800/- (PB-2) with Grade Pay ₹ 4200/- and other allowances as admissible.

Qualification & Experience: Bachelor's degree in Commerce with 8 years of relevant experience as Senior Assistant or in equivalent level. Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

8. Junior Superintendent (Museum): 1 (one) post

Pay Band: ₹ 9300-34800/- (PB-2) with Grade Pay ₹ 4200/- and other allowances as admissible.

Qualification & Experience: Bachelor's degree in any discipline with 8 years of relevant experience as Senior Assistant or in equivalent level. Knowledge of computer office application of MS Word, MS Excel etc.

Desirable: (a) Master's degree in Multimedia /Multimedia Development /Multimedia Production or its equivalent grade from any recognised university / institute. (b) Working experience in any museum, related to gallery development and archival projects, with proven track record in project development using graphics, animation and multimedia productions, design and composition of publications and web resource development, DTP works, conceptualisation and development of new galleries, documentation and e-archiving, project co-ordination, event management and administrative works.

General Instructions

1. Reservation for ST / SC / OBC / PD / Ex-Serviceman as per Government of India Rules.
2. The number of posts are likely to be increased for Sl. No. 5, 6 & 7.
3. The upper age limit for the posts Sl. Nos. 1, 3 & 4 are 45 years, Sl No. 2, 5, 6, 7 & 8 are 40 years. However, age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD) and women candidates is applicable as per Government of India norms. Age relaxation is also applicable those are working in IIT system.
4. Age relaxation may be given to the candidates having more experience / qualifications.
5. Initially the appointment will be made for a period of 3 (three) years on contract basis. Based on the performance they may be regularized in the post.
6. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / University / Research Institution.
7. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
8. Candidates applying for more than one post may apply separately for each post.
9. Candidates should submit their SC/ST/OBCs/Disability Certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim.
10. Degree as referred above should have been awarded by a recognized University / Institute.
11. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
12. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
13. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
14. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates.

15. The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
16. Incomplete applications or applications without attested copies of certificates or received after the last date are liable to be rejected.
17. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kolkata.
18. The Institute reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
19. To-and-fro rail fare by the shortest route being limited to AC- 3 tier (Sl. No. 1 to 3) and second sleeper (Sl. No. 4 to 8) class will be paid to all the candidates to attend only for interview.
20. *Prescribed application form may be downloaded from the Institute website: **<http://www.iitkgp.ac.in/downloads/form.pdf>**. The same may also be obtained from the Office of the Assistant Registrar, E-III, Indian Institute of Technology Kharagpur – 721302 (Tel: 03222-282135 / 282137).*
21. Completed application in all aspects should be sent to the **Assistant Registrar, E-III, Indian Institute of Technology Kharagpur – 721 302 latest by July 09, 2014**. Institute will not be responsible for any postal delay.
22. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

कुलसचिव / Registrar