



# Indian Institute of Technology Jodhpur

Old Residency Road, Ratanada, Jodhpur 342011

**Advt. No. IITJ/2014-15/Non-Academic Staff/9**

**27 August 2014**

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	Grade Pay
		Total	UR	SC	ST	OBC		
01	Registrar	1	1	-	-	-	PB-4 Rs. 37,400-67,000	Rs. 10,000
02	Superintending Engineer (Civil)	1	1	-	-	-	PB-4 Rs. 37,400-67,000	Rs. 8,700
03	Executive Engineer(Civil)	1	1	-	-	-	PB-3 Rs. 15,600-39,100	Rs. 6,600
04	Assistant Executive Engineer (Civil)	1	1	-	-	-	PB-3 Rs. 15,600-39,100	Rs.5,400
05	Assistant Registrar	2	1	-	-	1	PB-3 Rs. 15,600-39,100	Rs. 5,400
06	Technician (Biology)	1	1	-	-	-	PB-1 Rs. 5,200-20,200	Rs. 2,400
07	Technician (Electrical Engineering)	2	-	-	1	1	PB-1 Rs. 5,200-20,200	Rs. 2,400
08	Technician (Mechanical Engineering)	2	1	1	-	-	PB-1 Rs. 5,200-20,200	Rs. 2,400
09	Technician (Physics)	1	1	-	-	-	PB-1 Rs. 5,200-20,200	Rs. 2,400
10	Junior Technician (Biology)	1	-	-	-	1	PB-1 Rs. 5,200-20,200	Rs. 2,000
11	Junior Technician (Electrical Engineering)	2	1	1	-	-	PB-1 Rs. 5,200-20,200	Rs. 2,000
12	Junior Technician (Mechanical Engineering)	3	1	1	1	-	PB-1 Rs. 5,200-20,200	Rs. 2,000
13	Jr. Assistant	7	3	1	1	2	PB-1 Rs. 5,200-20,200	Rs. 2,000
<b>Total Post</b>		<b>25</b>	<b>13</b>	<b>4</b>	<b>3</b>	<b>5</b>		

Details of eligibility criteria, qualification and experience can be downloaded and application form can be filled on Institute website ([www.iitj.ac.in:8080/OA\\_REC](http://www.iitj.ac.in:8080/OA_REC)).

<b>Gross emoluments:</b> Admissible benefits include Basic Pay, DA, Medical Facility and Transport Allowance, as per Government of India rules and as applicable at Jodhpur, Rajasthan.	
<b>Reservation:</b> Reservation for the posts advertised are applicable as per Government of India norms to SC (Scheduled Caste), ST (Scheduled Tribe), PH (Physically Handicapped) and OBC (Other Backward Classes).	
<b>Age Bar</b>	<b>Group A</b> Posts: S. No. 01 to 02- 55 years; S. No. 03 to 05 - 50 Year; <b>Group C</b> Posts; S. No. 06 to 09 - 30 years and S. No. 10 to 13 - 27 years. The age will be calculated on the closing date for receipt of applications. Relaxation in age would be admissible as per Central Government Rules. Employees of IITs, who meet the 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 Serial Number, are as under:	
01	<p><b>Essential</b> Master 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 in India.</p> <p><b>Experience</b> 1. At least 15 years' experience as Assistant Professor in the AGP of Rs. 7,000 and above; or with 8 years of service in the AGP of Rs. 8,000 and above including Associate Professor, along with experience in educational administration; OR 2. Comparable experience in research establishment and/or other institutions of higher education; OR 3. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p><b>Desirable</b> Degree in Management or LL.B, knowledge of computer.</p>
02	<p><b>Essential</b> Master Degree in Civil Engineering with First Class or its equivalent from a recognized University/Institute</p> <p><b>Experience</b> At least 15 year experience in relevant field as Civil Engineer with Grade Pay of Rs. 5400 or higher level from CPWD, State PWD or semi-Government/PSU/Statutory or Autonomous organisation, University or Institution of national importance/reputed organisation under Central/State Government, of which at least 5 years is as Senior Executive Engineer in the Grade Pay of Rs. 7600 or its equivalent.</p> <p><b>Desirable</b></p>

	<ol style="list-style-type: none"> <li>1. Knowledge of Computer-aided Design (CAD) and latest Management Technology /other relevant software</li> <li>2. Proven track record of handling construction projects/ consultancy in organisation of repute</li> <li>3. Experience of working with designing and estimation, construction management of large projects, etc.</li> </ol>
03	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. First class degree or equivalent grade in Civil Engineering from a recognized University / Institute.</li> <li>2. 5 years' experience in relevant field as Engineer/ Asst. Engineer (in PB-3 and GP of Rs. 5400/-) from CPWD/State PWD or similar organized services/ semi Govt./ PSU / Statutory or Autonomous organization/University /reputed Institute or organization under Central /State Govt.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of Computer-aided Design (CAD) and latest Management Technology /other relevant software.</li> <li>2. Proven track record of handling construction projects/ consultancy in organizations of repute.</li> <li>3. Experience of Designing and estimation, construction management and maintenance etc.</li> </ol>
04	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A 1<sup>st</sup> Class Bachelor's degree in Civil Engineering. A Minimum of 5 year relevant experience in Civil Works.</li> </ol> <p><b>Experience :</b> At least 5 year as Assistant Engineer or equivalent post for at Grade Pay of Rs. 4,600</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of Computer-aided Design (CAD) and latest Management Technology /other relevant software.</li> <li>2. Experience of construction management</li> </ol>
05	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>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.</li> </ol> <p><b>Experience :</b> Employees serving as Superintendent or equivalent post for at least 5 years at Grade Pay of Rs. 4,600</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Qualification in area of Management / Engineering / law</li> <li>2. Experience in handling computerized administration / legal / store and purchase / financial and establishment matters financial / establishment matters.</li> <li>3. A Chartered or Cost Accountant degree or diploma.</li> </ol>
06	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 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</li> <li>2. 2 Years' Experience</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Wet Laboratory Experience</li> <li>2. Experience in handling biology and chemistry laboratory instruments.</li> <li>3. Preference will be given to the applicants having Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.</li> </ol>
07	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. B.Sc. in Electrical Engineering or Diploma in Electrical Engineering/Electronics Engineering/Electronics and Communication Engineering/Instrumentation and control of 3 years duration from recognised University/Board</li> <li>2. 2 Years' Experience</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Candidates interested in laboratory work related to Digital Signal Processing or Control Systems or Power Electronics</li> <li>2. Preference will be given to the applicants having working experience in National Academic Institutes/Research and Development Laboratories.</li> </ol>
08	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. B.Sc. in Mechanical Engineering or Diploma in Engineering of 3 years duration in Mechanical from recognised University/Board</li> <li>2. 2 years' Experience</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Specialization Machinery &amp; Carpentry, Fluid Mechanics, Heat Transfer, Fluid and Thermal Engineering, Dynamics and Vibration Laboratory.</li> <li>2. Preference will be given to the applicants having Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.</li> </ol>
09	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. B.Sc. in Physics or Diploma in Physics of 3 years duration from recognised University/Board</li> <li>2. 2 Years' Experience</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience in handling Physics laboratory instruments.</li> <li>2. Preference will be given to the applicants having Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.</li> </ol>
10	<p><b>Essential:</b> 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>

	<b>Desirable:</b> 1. Wet Laboratory Experience 2. Experience in handling biology and chemistry laboratory instruments. 3. Preference will be given to the applicants having Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.
11	<b>Essential:</b> B.Sc. in Electrical Engineering or Diploma in Engineering of 3 years duration in Electrical/Electronic/Telecommunication/Instrument from recognised University or Board. <b>Desirable:</b> 1. Specialization DSP/Embedded Systems/Electrical Machines/Power Systems/Power Electronics 2. Preference will be given to the applicants having Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.
12	<b>Essential:</b> B.Sc. in Mechanical Engineering or Diploma in Engineering of 3 years duration in Mechanical from recognised University or Board. <b>Desirable:</b> 1. Specialization Machinery & Carpentry, Fluid Mechanics, Heat Transfer, Fluid and Thermal Engineering, Dynamics and Vibration Laboratory. 2. Preference will be given to the applicants having Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories.
13	<b>Essential:</b> Bachelor's Degree with knowledge of computer applications. <b>Experience :</b> At least 01 years of relevant experience. <b>Desirable:</b> Experience in handling Establishment matters/Legal / Purchase and Import / Accounts / Audit / Hospitality etc.

#### General Instructions to Applicants

01	The post carries retirement or terminal benefits as per Government of India norms.
02	Besides pay, the post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
03	SC, ST and OBC 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.
04	The Institute reserves the right to hold Written Test, Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant.
05	The Prescribed Essential Qualification and Experience indicated are bare minimum, and 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.
06	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.
07	Higher initial pay may be given to exceptionally qualified and deserving applicants selected.
08	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 also reserves the right to NOT fill any of the posts advertised.
09	The candidates are required to apply only through <b>ONLINE</b> process upto <b>03 October 2014</b> . The applicants have to pay a non-refundable application fees of Rs. 500 for the posts indicated at S. No. 01 to 05 of the advertisement and Rs. 250 for the posts at S.No. 06 to 13. <u>SC/ST and Physically Handicapped applicants</u> are not required to pay application fee. For submitting the application form and paying fee through the online process, please visit Institute's website: (www.iitj.ac.in:8080/OA_REC). 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 sign it and send it along with all self-attested relevant supporting documents by post to IIT Jodhpur.
10	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 must have sent an <b>Advance Copy</b> of the complete application form along with <b>fees receipt in original</b> .
11	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.
12	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 Government, Semi Government, Autonomous, Public Sector Undertakings, Private Sector should be indicated in the Application Form.
13	Outstation applicants called for test or interview will be paid <b>rail fare as per entitlement through Cheque or on-line transfer (RTGS/NEFT (to be sent later))</b> from the place of duty or residence to Place of Test or Interview and back by the shortest route.

14	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 into the application form lies with the candidate.
15	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".
16	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.
17	<p>The print out of completed application along with all relevant supporting documents and fees receipt in original must reach the Institute <b>on or before 17 October 2014</b> at the address given below. The envelope should be super scribed as "Application for the Post of ....."</p> <p><b>Address:</b>  Officer In-charge  Office of Recruitment  IIT Jodhpur  Old Residency Road, Ratanada  <u>Jodhpur 342011</u>  Rajasthan  Phone: (0291) 2449071</p>
18	Applications received after the due date shall not be considered.

**Assistant Registrar**