

Advertisement No. IIT Mandi/Recruitt./RNA/2019/18

Dated: 11.09.2019

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Indian Institute of Technology (IIT) Mandi at Kamand in Himachal Pradesh invites applications on the prescribed application form from Indian Nationals for various non-teaching posts. Detail of posts, eligibility criteria, qualification etc. is given below:-

1. Deputy Registrar (Group A): 03 Posts (UR-3)

1.	Pay scale	Level 12 (Rs. 78,800-2,09,200). After 5 years of service as Deputy Registrar in Pay Level 12, the incumbent will automatically move to the next level 13 on the same designation.
2.	Maximum age limit	50 Years.
3.	Educational and other qualifications	Essential: 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 Experience: 9 years experience as Assistant Professor, Grade-II in the academic pay level 10 and above with experience in educational administration, Or Comparable experience in research establishment and /or other Institutions of higher education. Or 5 years of administrative experience as Assistant Registrar or equivalent in the pay level 10. Desirable: (i) Qualification in area of Management, Engineering or Law. (ii) Experience in handling computerized administration, legal or financial or establishment matters. (iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).
4.	Period of Probation	One year.
5.	Method of Recruitment	Presentation and /or Interview
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Deputation/Contract: Officers from the Central/State Government or Institute of national importance or Universities/Universities level Institute or PSU/Industry: (i) Holding analogous post, OR

		<p>With at least 5 years service in posts in the pay level 11 as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters, and</p> <p>(ii) Possessing educational qualification and experience as given at Sr. No. 3 above.</p>
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2. Project Engineer & Estate Officer (Group A): 01 Post (UR)

1.	Pay scale	Level 11 (Rs. 67,700-2,08,700)
2.	Maximum age limit	45 Years
3.	Educational and other qualifications	<p>Essential :</p> <p>(i) Bachelors Degree or Equivalent in Engineering (Civil/Electrical) from a recognized University/Institute.</p> <p>(ii) 5 years experience in relevant field as Engineer/Asst. Engineer (in Pay Level 10) from CPWD/State PWD or similar organized services/semi-Govt./PSU/Statutory or Autonomous organization/Universities/reputed Institute or organizations under Central/State Government.</p> <p>Desirable:</p> <p>(i) 10 years experience in relevant field as Engineer/Asst. Engineer (in Pay Level 10) from CPWD/State PWD or similar organized services/semi-Govt./PSU/Statutory or Autonomous organization/Universities/reputed Institute or organizations under Central/State Government.</p> <p>(ii) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software.</p> <p>(iii) Post-Graduation in Civil/Structural/Electrical Engineering with 1st Division or more than 6.5 CGPA in 10 points scale.</p> <p>(iv) Proven track record of handling projects/works in reputed organization of relevant magnitude and qualities.</p> <p>(v) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant.</p>
4.	Period of Probation	One year
5.	Method of Recruitment	Presentation and /or Interview
6.	If recruitment by deputation/transfer, grades from which	<p>Deputation/Contract:</p> <p>Officers from the Central PWD/State PWD or similar services/semi-Govt./PSU/Statutory or Autonomous organization,</p>

deputation/transfer to be made.	<p>University/Institute of national importance/ reputed organization under Central/State Govt.,:</p> <p>(i) Holding analogous post or with at least 5 years regular service as Asst. Executive Engineer in the Pay Level 10 or equivalent and</p> <p>(ii) Possessing educational qualification and experience as given at Sr. No. 3 above.</p>
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3. Assistant Registrar (Group A): 02 Posts (UR-01; SC-1)

1.	Pay scale	Level 10 (Rs.56,100-1,77,500). After 5 years of service as Assistant Registrar in the pay level 10, the incumbent will automatically move to the next pay level 11 on the same designation on the basis of satisfactory performance.
2.	Maximum age limit	40 Years 50 Years for the candidates from IITs and equivalent Institutions of national importance.
3.	Educational and other qualifications	<p>Essential: Master's 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> <p>Experience: Service Experience of 5 years as Superintendent in the pay level 7 or equivalent post/pay.</p> <p>Desirable:</p> <p>(i) Qualification in area of Management/Engineering/ Law.</p> <p>(ii) Experience in handling computerized administration/ Legal/Store & purchase/Financial and establishment matters.</p> <p>(iii) A Chartered or Cost Accountant degree or diploma.</p>
4.	Period of Probation	One year
5.	Method of Recruitment	Presentation and /or Interview
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<p>Deputation/Contract: Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU:</p> <p>(i) Holding analogous post, and</p> <p>(ii) Possessing educational qualification and experience as given at Sr. No. 3 above.</p>

4. Technical Officer (Group A): 01 Post (UR)

1	Pay Scale	Level 10 (Rs.56,100-1,77,500)
2	Maximum age limit	40 Years
3	Educational and other qualifications.	<p>Essential:</p> <p>(i) B.E./ B.Tech. or MCA/M.Sc. with 5 years relevant experience or M.Tech. with 1 year experience in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.</p> <p>OR</p> <p>(ii) Employees of Institute serving as Technical Superintendent/Workshop Superintendent for at least five years (in the pay level 7) or higher in the institute. (Age bar not applicable; in relaxation in qualification or academic standard.</p> <p>Desirable: Work experience in relevant field, e.g. maintenance of Scientific equipment, system administration, software development, fabrication and support to research.</p>
4	Period of Probation.	One year
5.	Method of Recruitment	Presentation and/ or Interview
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<p>Deputation: Officers from the Central/State/PSU/Statutory or Autonomous organization or Universities/Institute of national importance:</p> <p>(i) Holding analogous post, and (ii) Possessing educational qualification and experience as given at Sr. No. 3 above.</p>

5. Sports Officer (Group A): 01 Post (UR)

1	Pay Scale	Level 10 (Rs.56,100-1,77,500)
2	Maximum age limit	40 years
3	Educational and other qualifications.	<p>Essential:</p> <p>(i) Masters Degree in Physical Education or Masters Degree in Sports Science with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>(ii) Record of having represented the University/College at the inter-University competitions or State and /or national championships.</p>

		<p style="text-align: center;">Or</p> <p>Qualified the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p> <p>Experience: 10 years experience as PTI or higher in the pay level 6 or equivalent.</p>
4	Period of Probation.	One year.
5.	Method of Recruitment	Presentation and/or Interview.
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Officers of the Central/State/ semi Govt./PSU/Statutory or Autonomous organization or University/Institution of National Importance holding analogous post and possessing qualification as given at S.No. 3, above.

6. Medical Officer (Group A): 02 Posts (UR-01; OBC-01)

1.	*Pay scale	Level 10 (Rs.56,100-1, 77,500)
2.	Maximum age limit	40 Years
3.	Educational and other qualifications	<p>Essential : MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, or Post-graduate diploma in an appropriate branch of Medicine plus at least 1 year experience in a recognized hospital. or MD, or MS, in an appropriate branch of Medicine.</p>
4.	Period of Probation	One year
5.	Method of Recruitment	Presentation and /or Interview
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<p>Deputation/Transfer: Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU: (i) Holding analogous post, and (ii) Possessing educational qualification and experience as given at Sr. No. 3 above.</p>

* The Institute has adopted Dynamic Assured Career Progression (DACP) scheme for Doctors (Medical) as amended from time to time.

7. Assistant Engineer - Civil (Group B): 01 Post (UR)

1	Pay Scale	Level 7 (Rs.44,900 - 1,42,400)
2	Maximum age limit	35 years
3	Educational and other qualifications.	<p>Essential:</p> <p>(i) Bachelor Degree or Diploma in Engineering of 3 years duration in Civil from a recognized University/Institute.</p> <p>(ii) 5 years experience in relevant field as Junior Engineer with pay level 6.</p> <p>Desirable:</p> <p>(i) 5 years/ 8 years experience in relevant field as Junior Engineer with pay level 6 (35,400 – 1,12,400) or on analogous post, for candidates having degree / diploma respectively.</p> <p>(ii) Experience of working in Educational Institute of National importance.</p> <p>(iii) Knowledge of CAD.</p> <p>(iv) Experience of estimation, Civil maintenance planning and execution of Civil Works etc. as relevant.</p>
4	Period of Probation.	Two years
5.	Method of Recruitment	Trade test and /or Interview
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<p>Deputation:</p> <p>Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU:</p> <p>(i) Holding analogous post, and</p> <p>(ii) Possessing educational qualification and experience as given at Sr. No. 3 above.</p>

8. Assistant Engineer - Electrical (Group B): 01 Post (UR)

1	Pay Scale	Level 7 (Rs.44,900 - 1,42,400)
2	Maximum age limit	35 years
3	Educational and other qualifications.	<p>Essential:</p> <p>(i) Bachelor Degree or Diploma in Engineering of 3 years duration in Electrical from a recognized University/Institute.</p> <p>(ii) 5 years experience in relevant field as Junior Engineer with pay level 6.</p> <p>Desirable:</p> <p>(i) 5 years/ 8 years experience in relevant field as Junior Engineer with pay level 6 (35,400 – 1,12,400) or on analogous post, for candidates having degree / diploma respectively.</p>

		(ii) Experience of working in Educational Institute of National importance. (iii) Knowledge of CAD. (iv) Experience of estimation, Electrical maintenance planning and execution of Civil Works etc. as relevant. (v) Experience of running/maintenance of Electrical Sub-Station.
4	Period of Probation.	Two years
5.	Method of Recruitment	Trade test and /or Interview
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Deputation: Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU: (i) Holding analogous post, and (ii) Possessing educational qualification and experience as given at Sr. No. 3 above.

9. Deputy Security Officer (Group B): 01 Post (UR)

1.	Pay scale	Level 6 (Rs.35,400-1,12,400)
2.	Maximum age limit	35 Years
3.	Educational and other qualifications	Essential : (i) Graduate or Equivalent from a recognized University. (ii) At least 10 years experience in Police/Para Military forces/Armed forces of the Union and held just below the Rank of ASI (Exe)/Naib Subedar or an equivalent position with exemplary services. Desirable: (i) Completion for Fire Fighting course or unarmed combat course in Army/Para Military force. (ii) Should be able to speak and write both in English and Hindi.
4.	Period of Probation	Two years
5.	Method of Recruitment	Written/Trade Test and/or Interview
6.	In Case of recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Deputation: Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU: (i) Holding analogous post, and (ii) Possessing educational qualification and experience as given at Sr. No. 3 above.

10. Physical Training Instructor (PTI) (Group B): 01 Post (UR)

1.	Pay Scale	Level 6 (Rs.35,400-1,12,400)
2.	Maximum age limit	35 years
3.	Educational and other qualifications.	<p>Essential :</p> <p>(i) Bachelors or Masters Degree in Physical Education with Diploma in Coaching from any of the NIS's in India.</p> <p>(ii) 4 years relevant coaching experience for UG Degree holder and 2 years for PG Degree holder.</p> <p>Desirable:</p> <p>(i) Coaching Basketball/Badminton/Lawn Tennis/Cricket/Table Tennis/Squash/Athletics.</p> <p>(ii) Representation at State or National level in any of the above fields.</p>
4.	Period of Probation	Two years
5.	Method of Recruitment	Written/Trade Test and Interview
6.	The grades, if recruitment to be made on deputation/Transfer	<p>Deputation:</p> <p>Officers from the Central/State Governments or Institutes of national importance or Universities/University level Institution or PSU:</p> <p>(i) Holding analogous post, and</p> <p>(ii) Possessing educational qualification and experience as prescribed at Sr. No. 3 above.</p>

11. Staff Nurse (Group B): 01 Post (UR)

1.	Pay scale	Level 6 (Rs.35,400-1,12,400).
2.	Maximum age limit	35 years.
3.	Educational and other qualifications	<p>Essential:</p> <p>(i) Intermediate or 10+2 or equivalent with 3 years diploma in General Nursing and Mid-wifery.</p> <p>(ii) Registration with Nursing Council.</p> <p>(iii) One year experience in a hospital recognized by the Central or State Nursing Council.</p>
4.	Method of Recruitment	Written Test and interview.
5.	Period of Probation	Two years.
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<p>Officers of the Central/State Governments or Institute of national importance or Universities/Universities level Institutions or PSU:</p> <p>(i) Holding analogous post,</p> <p>(ii) Possessing education qualification and experience as prescribed in S.No. 3.</p>

12. Junior Laboratory Assistant (Medical) (Group C): 01 Post (UR)		
1.	Pay scale	Level 4 (Rs. 25,500-81,100).
2.	Maximum age limit	30 years.
3.	Educational and other qualifications	Essential: (i) Matriculation or equivalent. (ii) Diploma/degree in Medical related discipline granted by an Institute of Central/State Government or a recognized Institute by Central/State Government. (iii) Registered with State/Central Government Agency. (iv) Knowledge of computer office application.
4.	Method of Recruitment	Written test /Trade Test and/or interview.
5.	Period of Probation	Two years.

Terms and Conditions

1. All posts are tenable in IIT Mandi at Kamand, District Mandi, Himachal Pradesh.
2. All positions are initially on contract for a period of five years and will stand terminated suo moto on completion of the contract period. However, performance of the appointed staff may be assessed before the expiry of their contract for possible regularization. Candidates found suitable may be offered a substantive post on probation. In case of exceptional performance, the review may take place for substantive position after completion of two years.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience, if any, laid down in the advertisement. Candidature/ appointment is liable to be terminated at any stage, if it is noticed that minimum essential qualification is not possessed by the candidate.
4. Specified Educational qualification or equivalent must have been obtained from recognized University/Institute.
5. Computer knowledge including open source software such as Open Office in relevant area and fluency in English is required for the posts listed.
6. Candidates possessing required qualifying working experience on regular or on contract or outsourcing or projects in IITs will be given relaxation in age maximum up to 05 years. Such applicants will also have a relaxation of 05% marks in the required qualification for the post. However, the candidate must have worked for the qualifying experience for full time and continuously (without any break) for the required qualifying period.
7. The experience required for a given job includes experience gained in government offices, autonomous institutions and corporate sector.

8. Age relaxation for reserved category candidates is applicable only if the post is reserved for particular category. Age relaxation to PwD candidates & Ex-servicemen are as per rules. Women candidates working in IITs will be given relaxation upto 03 years in age over and above as mentioned at S. No. 06 above.
9. Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/PwD must be in possession of the certificates in the format prescribed by DoPT, Govt. of India in support of their claim at the time of application.
10. For availing the benefit of OBC category, the candidates are required to upload the OBC (Non Creamy Layer) certificate issued by the competent authority not earlier than one year prior to last date for receipt of applications. The OBC certificate should be on the proforma prescribed by the DoPT, Government of India.
11. The prescribed Application link is available at Institute website (www.iitmandi.ac.in and link <http://oas.iitmandi.ac.in/recruitment>).
12. Applicant should upload self-attested copies of certificates in support of their essential qualification, experience, pay drawn details, documentary proof for Date of Birth, Disability Certificate, Caste Certificate, Latest OBC (non-creamy layer) certificate etc. Original certificates should be produced at the time of selection process as well as while joining.
13. Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the organizations letter head, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
14. The application fee of Rs. 100/- is to be paid through **online transfer** in IIT Mandi account. Account details of IIT Mandi are as follows:-
Name of the Bank: State Bank of India
Branch address: SBI, IIT Kamand, Mandi, HP – 175005, Tel: 01905 – 267093
Account no. 31310230679, **IFS Code:** SBIN0013711
MICR Code: 175002103, **Type of Account:** SB
No application fee is required from the Female/SC/ST candidates and Persons with Disabilities (PwD). However, if SC/ST category candidates are applying against Unreserved posts, their applications will be entertained only if application is submitted along with prescribed fee of Rs. 100/-. Failure to do so, application will be out rightly rejected.
15. Candidates desirous of applying for more than one position (post) should submit separate application for each post along with uploading of self-attested copies of certificates, testimonials as required and prescribed application fee.
16. Application fee once paid shall not be refunded under any circumstances.
17. In Online application form correctness of information being provided is the responsibility of the applicants. If it is found at later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated.
18. The Institute reserves the right to

- conduct or not to conduct written/trade tests and/or interviews for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix the criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview,
 - not to fill any of the advertised position(s),
 - fill consequential vacancies including additional posts arising at the time of interview from available candidates. The number of positions is thus open to change.
19. The Institute reserves the right to screen and shortlist the applications on the basis greater than minimum eligibility for the post such as marks, experience specialization and call only such candidates who are found Prima facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for written/trade test and/or interview. The candidates should therefore, furnish details of all the qualifications and experience possessed in the relevant field over and above the essential qualifications prescribed along with documentary evidence.
20. If a candidate is not found suitable for the post applied for, the candidate may be considered for a lower post/ pay level on the recommendation of the Selection Committee.
21. Eligibility of a candidate with regard to qualification, experience and age shall be calculated/ considered with reference to last date for receipt of applications.
22. Under exceptional circumstances, qualification/experience may be relaxed at the discretion of the Competent Authority, in case of persons who are otherwise well qualified.
23. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs, etc. should route their applications through proper channel or should furnish '**No Objection Certificate**' at the time of interview.
24. All the details furnished in the online application will be treated as final and no changes shall be entertained. Incomplete application shall be summarily rejected.
25. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
26. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.
27. TA shall be payable to the candidates called for attending the presentation/interview for Group 'A' positions as per Institute approved norms. No TA/DA shall be payable to the candidates for attending the written test/interview other than Group 'A'.
28. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
29. Decision of the Institute in all matters relating to the eligibility of the candidate, screening/skill/written test and selection would be final and binding on all the candidates.

30. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
 31. The Institute shall verify the antecedents and documents submitted by a candidate at any time 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/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees.
 32. Addendum / corrigendum if any, in respect of this advertisement shall be published only on (<https://www.iitmandi.ac.in/administration/recruitment.php>). Accordingly, all applicants in their own interests are advised to keep track of the same.
 33. For a query related to submission of on-line application you may send email on (oassupport@iitmandi.ac.in). However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
 34. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
 35. Candidates possessing the requisite qualification and experience may apply online at (<https://www.iitmandi.ac.in/administration/recruitment.php>). Canvassing in any form will be a disqualification.
 36. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mandi, Himachal Pradesh only.
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