

# Indian Institute of Technology Jodhpur

NH 65, Nagaur Road, Karwad 342037, Jodhpur District

# Advertisement No. IITJ/2018-19/Non-Academic Staff/25

31 January 2019

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.

S.No.	Name of the Post	Vacancies				Pay Level	Basic Pay	
		Total	UR	SC	ST	OBC	(as per 7 <sup>th</sup> CPC)	(as per 7 <sup>th</sup> CPC)
1	Registrar	1	1	-	-	-	Pay Level 14	Rs. 1,44,200
2	Senior Executive Engineer	1	1	-	ı	1	Pay Level 12	Rs. 78,800
3	Executive Engineer	1	1	-	ı	1	Pay Level 11	Rs. 67,700
4	Scientific Officer	1	1	-	-	-	Academic	Rs. 57,700
							Pay Level 10	
5	Assistant Registrar	2	2	-	ı	1	Pay Level 10	Rs. 56,100
6	Assistant Executive Engineer (Electrical)	1	1	-	-	-	Pay Level 10	Rs. 56,100
7	Assistant Library Information Officer	1	1	-	ı	1	Pay Level 7	Rs. 44,900
8	Assistant Manager (Horticulture)	1	1	-	ı	1	Pay Level 6	Rs. 35,400
9	Junior Superintendent	1	1	-	ı	1	Pay Level 6	Rs. 35,400
10	Junior Assistant	5	2	1	1	1	Pay Level 3	Rs. 21,700
11	Junior Technical Assistant (Chemistry)	1	1	-	1	ı	Pay Level 3	Rs. 21,700
12	Junior Technical Assistant (Bioscience and Bioengineering)	1	1	-	-	-	Pay Level 3	Rs. 21,700
13	Junior Technical Assistant (Electrical Engineering)	1	-	-	-	1	Pay Level 3	Rs. 21,700
14	Junior Technical Assistant (Metallurgical & Materials	2	1	1	-	-	Pay Level 3	Rs. 21,700
	Engineering)							
15	Junior Technical Assistant (Physics)	2	1	-	-	1	Pay Level 3	Rs. 21,700
16	Junior Technical Assistant (Instrumentation)	1		1	-	1	Pay Level 3	Rs. 21,700
Total Number of Posts								·

Online application is available on the WEBSITE of Indian Institute of Technology Jodhpur, namely at www.iitj.ac.in.

#### **Mode of Appointments:**

- S. No. 1: On deputation terms or on contract for five years, the contract may be renewed on mutually agreed terms or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of excellent performance.
- S. No. 2 to 16: On regular/deputation terms/contract for 3 years. In case, the candidate is found suitable after the period of Contract or Probation, she/he may be absorbed or confirmed subject to suitability basis based on performance.

The essential, desirable qualifications and experience required for the above post (s), as per above Serial Number of the posts, are as under:

### 1 Registrar:

# **Essential Qualifications and Experience**

- (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
- (2) At least 15 years experience as Assistant Professor in AGP of Rs.7,000 and higher, or at least 8 years of service in the AGP of Rs.8,000 and higher (including Associate Professor), along with experience in educational administration,

Experience in research establishment and/or other institutions of higher education comparable to that above, OR

At least 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent

## **Desirable Qualifications**

- (1) Degree in Management or LLB
- (2) Knowledge of computers
- (3) Should have experience at least 3 years in Centrally Funded Technical Institutes
- (4) Computer literacy and experience of working with computer office applications

## Age Limit: 55 years

## 2 **Senior Executive Engineer:**

## **Essential Qualifications**

- (1) First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute, OR
  - First class (or equivalent) in M.E./M.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,
- (2) At least 12 years experience in relevant field as Engineer, of which 5 years should be as *Executive Engineer* in the Grade Pay of Rs.6,600 (or its equivalent) for persons with B.E./B.Tech. degree, OR

- At least 10 years experience in relevant field as Engineer, of which 3 years should be as *Executive Engineer* in the Grade Pay of Rs.6,600 (or its equivalent) for persons with M.E./M.Tech. degree
- (3) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects costing above Rs.150 Crores

### **Desirable Qualifications**

- (1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software
- (2) Proven track record of handling construction projects
- (3) Experience of working with high tension lines, electrical maintenance planning, execution of electrical works, or civil works, designing and estimation, construction management of large projects, etc., as relevant to the specialisation of the person
- (4) Should have computer literacy and experience of working with computer office applications

## Age Limit: 50 Years

#### 3 **Executive Engineer:**

## **Essential Qualifications and Experience:**

(1) First class (or equivalent) in Diploma in Civil or Electrical Engineering (of 3 years duration) from a recognized State Board, OR

First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute, OR

First class (or equivalent) in M.E./M.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,

(2) At least 12 years experience in relevant field as Engineer, of which 8 years should be as *Assistant Executive Engineer* in the Grade Pay of Rs.5,400 (or its equivalent) for persons with Diploma

At least 9 years experience in relevant field as Engineer, of which 5 years should be as *Assistant Executive Engineer* in the Grade Pay of Rs.5,400 (or its equivalent) for persons with B.E./B.Tech. degree,

At least 7 years experience in relevant field as Engineer, of which 3 years should be as *Assistant Executive Engineer* in the Grade Pay of Rs.5,400 (or its equivalent) for persons with M.E./M.Tech. degree

(3) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects costing above Rs.50 Crores

## **Desirable Qualifications**

- (1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software
- (2) Proven track record of handling construction projects in reputed organization of relevant magnitude and qualities
- (3) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works, or civil works, designing, estimation, construction management of large projects, *etc.*, as relevant to the specialisation of the person
- (4) Should have computer literacy and experience of working with computer office applications

## Age Limit: 45 years

# Scientific Officer:

## **Essential Qualifications and Experience**

- (1) Doctoral degree in an appropriate engineering, chemistry, physics and biology discipline
- (2) At least 2 years relevant post-Ph.D. degree experience in specialized areas

## **Desirable Qualifications**

- (1) Hands on working experience in having handled advanced instrumentation related to characterisation, synthesis and analysis of mechanical, civil, chemical and biological materials and systems
- (2) Should have computer literacy and experience of working with computer office applications

## **Age Limit**: 55 years

### 5 **Assistant Registrar:**

# **Essential Qualifications and Experience**

- (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
- (2) Employees serving as Superintendent or equivalent post for at least 5 years at Grade Pay of Rs.4,600
- (3) Should have computer literacy and experience of working with computer office applications

### Desirable Qualification

- (1) Qualification in Management, Engineering or Law, OR Experience in handling computerized administration, legal, stores and purchase, financial, or establishment matters, OR A Chartered Accountant or Cost Accountant degree or diploma,
- (2) Experience of at least 3 years in a Centrally Funded Technical Institute
- (3) Computer literacy and experience of working with computer office applications

## Age Limit: 50 years

## 6 Assistant Executive Engineer (Electrical):

#### **Essential Qualifications**

- (1) First class (or equivalent) in Diploma in Electrical Engineering (of 3 years duration) from a recognized State Board, OR First class (or equivalent) in B.E./B.Tech. degree in Electrical Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Electrical Engineering from a recognized University/Institute,
- (2) At least 9 years experience in Electrical field as Engineer, of which 8 years should be as *Assistant Engineer* in the Grade Pay of Rs. 4,600 (or its equivalent) for persons with Diploma, OR
  - At least 6 years experience in Electrical field as Engineer, of which 5 years should be as *Assistant Engineer* in the Grade Pay of Rs. 4,600 (or its equivalent) for persons with B.E./B.Tech. degree, OR
  - At least 4 year experience in Electrical field as Engineer, of which 3 year should be as *Assistant Engineer* in the Grade Pay of Rs. 4,600 (or its equivalent) for persons with M.E./M.Tech. degree

## **Desirable Qualifications**

- (1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software
- (2) Experience in construction management
- (3) Should have computer literacy and experience of working with computer office applications

## Age Limit: 40 years

## 7 Assistant Library Information Officer:

#### **Essential Qualifications and Experience**

- (1) Master's Degree in Library Science, Library Information Science or Library Documentation with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in the UGC Regulations
- (2) At least 5 years experience as Senior Library Information Assistant with Grade Pay Rs.4,200

## **Desirable Qualifications**

- (1) Higher academic qualification and/ or experience
- (2) Knowledge of Library automation & networking
- (3) Should have computer literacy and experience of working with computer office applications
- (4) Evidence of innovative library service and organization of published work and professional commitment, and computerization of library

## Age Limit: 35 years

### 8 **Assistant Manager (Horticulture):**

## **Essential Qualifications and Experience**

- (1) B.Sc. Degree in *Agriculture, Horticulture* or *Botany* (or equivalent) with First Class, from a recognised University/Institute OR
  - M.Sc. Degree in Agriculture, Horticulture or Botany (or equivalent) with First Class, from a recognised University/Institute
- (2) At least 05 years relevant experience in horticulture activities (including nursery management) for persons with B.Sc. Degree

OR

At least 03 years relevant experience in horticulture activities (including nursery management) for persons with M.Sc. Degree

## **Desirable Qualifications**

- (1) Should have computer literacy and experience of working with computer office applications
- (2) Should have knowledge and experience of having undertaken vermin-composting of organic solid waste
- (3) Experience of working in large townships

# **Age Limit**: 30 years

## 9 **Junior Superintendent:**

# **Essential Qualifications and Experience**

- (1) Bachelor'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
- (2) At least 2 years relevant experience for persons with Masters degree, and at least 5 years relevant experience for persons with Bachelors Degree, in Pay Band 2 with Grade Pay of Rs. 2,800 (or equivalent) in Government Department, Autonomous Body or Private Sector Organizations of repute

# Desirable Qualifications

- (1) Should have computer literacy and experience of working with computer office applications
- (2) Knowledge of office procedures, rules, Secretarial practices in Academic, Estate Management and Hospitality matters

#### Age Limit: 32 years

## 10 **Junior Assistant:**

#### **Essential Qualifications and Experience**

- (1) Bachelor's degree in any discipline
- (2) At least 2 year relevant experience

#### **Desirable Qualifications**

- (1) Should have computer literacy and experience of working with computer office applications
- (2) Experience in handling Establishment, Legal, Purchase, Import, Accounts and Audit matters

## Age Limit: 27 years

## 11 Junior Technical Assistant (Chemistry):

### **Essential Qualification and Experience**

- (1) M.Tech., M.E., or M.Sc. in Chemistry, OR
  - B. Tech., B.E. or B.Sc. in Chemistry, OR
  - Diploma in Engineering of 3 years duration in Chemistry from a State Board
- (2) At least 2 years relevant experience

## **Desirable Qualification**

- (1) Competence to organize Chemistry Laboratories for Undergraduate and Post Graduate Courses
- (2) Should have computer literacy and experience of working with computer office applications
- (3) Working experience in National Academic Institutes or Research & Development Laboratories in the subject of Chemistry

#### Age Limit: 27 years

## 12 **Junior Technical Assistant (Bioscience and Bioengineering):**

# **Essential Qualification and Experience**

- (1) M.Tech., M.E., or M.Sc. in Bioscience and Bioengineering field, OR
  - B. Tech., B.E. or B.Sc. in Bioscience and Bioengineering field, OR
  - Diploma in Engineering of 3 years duration in Bioscience and Bioengineering from a State Board
- (2) At least 2 years relevant experience

## **Desirable Qualification**

- (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

### Age Limit: 27 years

### 13 Junior Technical Assistant (Electrical Engineering):

## **Essential Qualification and Experience**

- (1) M.Tech., M.E., or M.Sc. in Electrical Engineering, OR
  - B. Tech., B.E. or B.Sc. in Electrical Engineering, OR
  - Diploma in Engineering of 3 years duration in Electrical Engineering from a State Board
- (2) At least 2 years relevant experience

## **Desirable Qualification**

- (1) Competence in Embedded Systems Design and related Programming, Digital Signal Processing and related Programming
- (1) Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.

# Age Limit: 27 years

## 14 Junior Technical Assistant (Metallurgical & Materials Engineering):

## **Essential Qualification and Experience**

- (1) M.Tech., M.E., or M.Sc. in Metallurgical/Mechanical Engineering, OR
  - B. Tech., B.E. or B.Sc. in Metallurgical/Mechanical Engineering,  $\ensuremath{\mathsf{OR}}$
  - Diploma in Engineering of 3 years duration in Metallurgical and Materials Engineering from a State Board
- (2) At least 2 years relevant experience

### **Desirable Qualification**

- (1) Work experience in the area of materials testing and quality control.
- (2) Work experience in metallography and microstructure analysis.
- (3) Work experience in melting, casting and heat treatment processes.
- (4) Knowledge of handling furnaces, microscopes and materials testing equipment.
- (5) Basic computer literacy and experience of working with office documentation applications.

### Age Limit: 27 years

#### 15 Junior Technical Assistant (Physics):

### **Essential Qualification and Experience**

- (1) M.Tech., M.E., or M.Sc. in Physics, OR
  - B. Tech., B.E. or B.Sc. in Physics, OR
  - Diploma in Engineering of 3 years duration in Physics from a State Board

(2) At least 2 years relevant experience

#### **Desirable Qualification**

- (1) Competence to handle Physics laboratory instruments and good exposure and inclination towards experimental physics
- (2) Working experience in National Academic Institutes, or Research & Development Laboratories in the subject of Physics
- (3) Should have computer literacy and experience of working with computer office applications

**Age Limit**: 27 years

Junior Technical Assistant (Instrumentation):

#### **Essential Qualification and Experience**

- (1) M.Tech., M.E., or M.Sc. in Electronics / Instrumentation, OR B. Tech., B.E. or B.Sc. in Electronics / Instrumentation, OR Diploma in Engineering of 3 years duration in Electronics / Instrumentation from a State Board
- (2) At least 2 years relevant experience

## **Desirable Qualification**

- (1) Competence to handle Advanced instruments for characterisation, synthesis and analysis of chemical, biological, metallurgical, mechanical or civil engineering materials, with good exposure and inclination towards experimental work
- (2) Working experience in National Academic Institutes, or Research & Development Laboratories in the said subject
- (3) Should have computer literacy and experience of working with computer office applications

Age Limit: 27 years

advertised.

**General Instructions to Applicants** Admissible benefits include Basic Pay, DA, and Transport Allowance, as per Government of India rules and as applicable at Jodhpur, Rajasthan Reservations for the posts advertised are applicable as per Government of India norms to persons from the SC (Scheduled Caste), ST (Scheduled Tribe), OBC (Other Backward Classes), PH (Physically Handicapped) and Ex-Serviceman Category. 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. Current regular employees of IITs, who meet the minimum educational qualification, experience and are found eligible otherwise, can be considered for the recruitment up to a maximum of 50 years of age. SC, ST, OBC and Ex-Serviceman applicants are required to attach the valid Caste Certificate. PWD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India. The each post carries retirement or terminal benefits as per Government of India norms and as applicable/adopted by the Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post. Those candidates who had already applied for the posts of Assistant Manager (Horticulture), Junior Technical Assistant (Chemistry), Junior Technical Assistant (Bioscience and Bioengineering), Junior Technical Assistant (Electrical Engineering), Junior Technical Assistant (Metallurgical and Materials Engineering), Junior Technical Assistant (Physics), Junior Technician (Instrumentation) vide advertisement number IITJ/2017-18/Non-Academic Staff/23 dated 12 February 2018 are required to reapply. However, they are exempted from paying application fees. The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle 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 the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences. The Institute reserves the right to: (a) Hold Written Test, Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant; Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancy arising at the time of interview may be filled up from the available candidates. Thus, the number of positions may change; Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; and Draw from a reserve panel against the possible vacancies in future. The Institute reserves the right to relax age, qualifications and/ or experience in exceptional cases, or in case of persons already holding analogous positions in a university, research institute, industry, etc. Applicants have to pay a non-refundable application fees of Rs. 500 for posts having Pay Level 10 and above, Rs.250 for other

posts. Persons from the SC, ST, PWD, Ex-Servicemen categories and Internal candidates of the Institute working on regular pay scale 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 (www.iitj.ac.in) for the same. After submission of application and payment of fee, a PDF will be generated of the completed form and fees receipt. Applicants are required to print hardcopy of application form and fee receipt, sign and send the same along with all self-attested relevant supporting documents by post to IIT Jodhpur. 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

Central or State Government.  Higher initial pay may be given to exceptionally qualified and deserving applicants selected.  Applicant can see status of their application using their Log-in Id and Password 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.  Persons serving in Government, Semi-Government, Semi-Government, Semi-Government, Autonomous Bodies or Public Sector Undertakings should send THROUGH PROPER CHANNEL, the completed application form along with all relevant supporting documents and fee receipt in original, failing which such persons shall be required to produce NOC before appearing for the Written Test/Interview, provided they have sent an Advance Copy of the complete application form along with fees receipt in original.  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).  The post of the post (along with payment of fees for each post).  The post of the post (along with payment of fees for each post).  The payment of the post (along with payment of	13	The experience required in a certain Grade ray refers only to that in Central Government, State Government, Semi –
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The envelope should be super scribed as <i>Application for the Post of</i> <b>Postal Address for sending the Application:</b>		
Postal Address for sending the Application:		The envelope should be super scribed as Application for the Post of
Officer In-charge		Officer In-charge
Office of Recruitment		
Indian Institute of Technology Jodhpur		
NH 65, Nagaur Road		
Karwad 342037		
Jodhpur District		
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Advisor (Administration)