



VACANCY NOTIFICATION

Advt. No. IITJ/O(E-II)/2021-22/Non-Academic Staff/40

08 Oct., 2021

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 **Tenure/ Deputation/ Regular** basis.

S. No.	Name of the Post	Posts	Pay Level (as per 7 th CPC)	Basic Pay (as per 7 th CPC)
1.	Registrar *	01 (UR)	Pay Level 14	Rs. 1,44,200
2.	Superintending Engineer #	01 (UR)	Pay Level 13	Rs. 1,23,100
3.	Executive Engineer	01 (UR)	Pay Level 11	Rs. 67,700

* Tenure / Deputation post for a period of 05 years. # Direct / Deputation.

Details of eligibility criteria, qualification and experience can be downloaded from Institute website (https://oa.iitj.ac.in/OA_REC). The online application is available at the same URL.

Gross emoluments :	Admissible benefits include Basic Pay, DA, Medical Facility and Transport Allowance, as per Government of India rules as applicable at Jodhpur, Rajasthan.
Reservation :	Reservation for the posts advertised under reserved category is applicable as per Government of India norms.
Age Bar :	Group A Posts at S. No. 1: 57 years; S. Nos. 2: 50 years; & 3: 45 years. 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 for the reserved category post (if any).

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

01	<p>Essential Qualifications:</p> <p>(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</p> <p>(2) At least 15 years' experience as Assistant Professor in AGP of Rs.7,000 / Academic Pay Level 11 and higher, or at least 8 years of service in the AGP of Rs.8,000 / Academic Pay Level 12 and higher (including Associate Professor), along with experience in educational administration,</p> <p>OR</p> <p>Experience in research establishment and/or other institutions of higher education comparable to that above,</p> <p>OR</p> <p>At least 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent in Pay Level 12 or above</p> <p>Desirable Qualifications:</p> <p>(1) Degree in Management or LLB</p> <p>(2) Knowledge of computing system including ERP</p> <p>(3) Having experience of working in Centrally Funded Technical Institutes</p> <p>(4) Experience in digitalization and digital implementation of office processes</p> <p style="text-align: center;"><i>In case of application for Deputation or absorption</i></p> <p>Pay Level/Grades from which Deputation or absorption to be made:</p> <p>Officers under the Government of India/PSUs/ CFTIs / Central University:</p> <p>(A) (i) Holding analogous post with pay level 14 or (ii) 3 years regular service in posts with Pay Level 13 or equivalent; or (iii) 08 years' experience as Deputy Registrar in Centrally Funded Technical Institutes</p> <p>(B) Possessing educational qualification as prescribed for the post.</p>
02	<p>Essential Qualifications:</p> <p>(1) M.E./M. Tech. degree in Civil or Electrical Engineering with 55% Marks in Civil or Electrical Engineering from a recognized University/Institute with At least 10 years' experience in relevant field as Engineer, of which 5 years should be as Assistant Engineer or Assistant Executive Engineer in the Level 11 (or its equivalent)</p> <p>OR</p> <p>First class (or equivalent) in B.E./B. Tech. degree in Civil or Electrical Engineering from a recognized University / Institute with At least 12 years' experience in relevant field as Engineer, of which 5 years should be as Assistant Engineer or Assistant Executive Engineer in the Pay Level 11 (or its equivalent)</p> <p>(2) Experience of coordinating with multi-disciplinary planning consultants, architects and construction of Govt. Organization.</p>

	<p>Desirable Qualifications</p> <p>(1) Having computer literacy and experience of working with computer office applications (2) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software (3) Proven track record of handling construction projects (4) 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 specialization of the person</p>
	<p style="text-align: center;"><i>In case of application for Deputation or absorption</i></p> <p>Pay Level/Grades from which Deputation or absorption to be made: Officers under the Government of India/PSUs/ CFTIs / Central University: (A) (i) Holding analogous post with pay level 13 or, (ii) 5 years' service in posts carrying Pay Level 12 or its equivalent. (B) Possessing educational qualification as prescribed for the post.</p>
03	<p>Essential Qualifications</p> <p>(1) M.E./M. Tech. degree in Civil or Electrical Engineering with 55% Marks in Civil or Electrical Engineering from a recognized University/Institute with At least 8 years' experience in relevant field as Engineer, of which 5 years should be as Assistant Engineer or Assistant Executive Engineer in the Level 10 (or its equivalent) OR First class (or equivalent) in B.E./B. Tech. degree in Civil or Electrical Engineering from a recognized University / Institute with at least 10 years, experience in relevant field as Engineer, of which 5 years should be as Assistant Engineer or Assistant Executive Engineer in the Pay Level 10 (or its equivalent) (2) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies.</p>
	<p>Desirable Qualifications</p> <p>(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 specialization of the person (4) Having computer literacy and experience of working with computer office applications</p>

General Instructions to Applicants

01	The each post carries retirement or terminal benefits as per <i>Institute Rules</i> .
02	Besides pay, each post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
03	Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
04	SC, ST, OBC, Ex-Serviceman & EWS applicants are required to attach the valid Caste/required Certificate. PwD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
05	The Institute reserves the right to: (a) Hold Written Test, Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant; (b) 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; (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; and (d) Draw from a reserve panel against the possible vacancies in future.
06	The prescribed <i>Essential Qualification and Experience</i> 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.
07	Applicant can see status of their application using their <i>Log-in Id</i> and <i>Password</i> on online portal at any point of time during the selection process.
08	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.
09	The experience required in a certain Grade Pay refers only to that in Central Government, State Government, Semi - Government, PSEs, or Statutory or Autonomous organizations, Universities and reputed Institute or organizations under Central or State Government.
10	Higher initial pay may be given to exceptionally qualified and deserving applicants selected.
11	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 advertised.

12	Applicants have to pay a non-refundable application fees of Rs. 1000 for posts having <i>Pay Level 10</i> and above. Persons from the SC, ST, PH, Ex-Servicemen, Women and EWS categories 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 for future reference.
13	Persons serving in <i>Government, Semi-Government</i> or <i>Public Sector Undertakings</i> 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 Interview, provided they have sent an <i>Advance Copy</i> of the complete application form along with <i>fees receipt in original</i> . Persons applying for deputation should sent certified copies of their ACRs / APARs of last 5 years along with Vigilance Clarence Certificate.
14	The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).
15	The complete postal address (including Telephone Number, Fax Number, Mobile Number and e-Mail address) of the present employer mentioning the name of the organization and whether the organization is a <i>Government, Semi-Government, Autonomous, Public Sector Enterprises</i> or <i>Private Sector</i> , should be indicated in the Application Form.
16	Outstation Applicants called for test or interview, and who qualify for the last round of selection (namely <i>interview</i>), will get reimbursement of fare (from the <i>Place of Residence</i> to <i>Jodhpur</i> and back by the shortest route) as per norms of the Institute through on-line transfer (RTGS/NEFT).
17	Incomplete application form, without the attachment of self-attested copies of all relevant Certificates (both experience and professional), or application without requisite fee, will be rejected. The responsibility of entries in the application form lies with the Applicant.
18	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.
19	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicants.
20	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
21	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 person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
22	The applicants are required to apply <i>only through ONLINE</i> process up to 31 Oct., 2021 till 23:59 Hrs with attachment of all required documents, failing which candidature will not be considered. Hardcopy of the application form is not required to submit. For a query related to advertisement, applicant may send e-mail on recruitment@iitj.ac.in . However, enquiry/queries related to <i>eligibility for the post/interpretation of rules or forwarding of application</i> will not be entertained. Address: Officer-in-charge Office of Establishment-II Indian Institute of Technology Jodhpur NH-62, Nagaur Road, Karwar Jodhpur 342037 Ph: 0291 280 1091 eMail: recruitment@iitj.ac.in

Advisor (Admn) & Offg. Registrar