



## INDIAN INSTITUTE OF TECHNOLOGY INDORE

Khandwa Road, Simrol, Indore – 453552

Email: recruitmentcell@iiti.ac.in

Telephone: 0731-6603178

**Advt. No.: IIT/Estt./NT posts-02/August 2022**

**August 6, 2022**

IIT Indore is one of the second generation IITs established by Ministry of Education, Government of India. IIT Indore, an Institute of National Importance, is ranked in the top 16 engineering institutes in the country by National Institute Ranking Framework (NIRF) in the year 2022. IIT Indore has made its presence felt as an important center of innovation, learning, teaching, and research. It has consistently secured the highest h-index rating amongst all new IITs. With being the preferred choice of one of the best students & researchers, the Institute offers a conducive environment and infrastructure for research, innovation and incubation.

Online applications are invited for the following positions at Indian Institute of Technology Indore (IIT Indore).

<u>Sl. No.</u>	<u>Post</u>	<u>No. of Post</u>	<u>Pay Scale</u>
1	Registrar	1-UR	Pay Level: 14 (₹1,44,200 - ₹2,18,200/-)
2	Superintending Engineer	1-UR	Pay Level: 13 (₹1,23,100 – ₹2,15,900/-)
3	Sports Officer	1-UR	Pay Level: 10 (₹56,100 – ₹1,77,500/-)

Applicant must apply online at <http://iiti.ac.in/recruitments/non-teaching-recruitment> . Last date for **online** application is **IST 5:00 p.m. on August 29, 2022**, and receipt of signed **hardcopy** of the application is **September 5, 2022**. Hard copy of applications not received within the due date shall be rejected. For further details visit Institute website [www.iiti.ac.in](http://www.iiti.ac.in)

**Officer I/c – Recruitment**

## **INDIAN INSTITUTE OF TECHNOLOGY INDORE**

The essential and desirable qualification and experience for the above posts are as follows:

### **1. Registrar (Direct Recruitment/ Deputation/ on Contract): 01 Post (UR)**

**Qualification:** Master's Degree with at least 55% marks or its equivalent grade.

**Experience:** At least 15 years' experience as Assistant Professor in AGP of ₹7,000/- (or equivalent 6<sup>th</sup> CPC Scale) and above or 8 years of services in AGP of ₹8000/- (or equivalent 6<sup>th</sup> CPC Scale) and above including as Associate Professor along with experience in educational administration.

**OR**

15 years of administrative experience, of which 8 years as Deputy Registrar in Level 12 (Grade Pay ₹7600 as per 6<sup>th</sup> CPC or equivalent) or an equivalent post.

**Desirable:** At least four years of experience in reputed Educational Institutes or Centrally Funded Technical Institutes (CFTIs).

**Pay:** Pay Level: 14 (₹1,44,200 - ₹2,18,200/-)

**Method of recruitment:** Direct Recruitment OR Deputation OR Contract basis, for a tenure of upto 5 years or till attaining the age of 62 years whichever is earlier or as fixed by Govt by orders issued in this regard from time to time.

**Case of Deputation or Contract basis:** Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of National Importance or Government laboratory or PSU:

(a) (i) Holding analogous post **OR**

(ii) With at least 3 years regular service in posts in Pay Level 13 (Grade Pay ₹8,700/- as per 6<sup>th</sup> CPC or equivalent); and

(b) Possessing educational qualification and experience as prescribed above

**Upper age limit:** 57 Years

### **2. Superintending Engineer (Direct Recruitment/ Deputation/ on Contract): 01 Post (UR)**

**Qualification:** First class degree or equivalent grade in Engineering in relevant field from a recognized University/Institute.

**Experience:** At least 15 years' experience in relevant field as Engineer in CPWD, State PWD or Semi-Govt / PSU/Statutory or Autonomous organization/University/Institutions of National Importance/reputed organization under central / state governments of which 8 years should be as Executive Engineer in Level 11 (GP of ₹6600/- as per 6<sup>th</sup> CPC or equivalent) or 5 years in Senior Executive Engineer in Level 12 (GP of ₹7600/- as per 6<sup>th</sup> CPC or equivalent).

**Desirable:**

- (a) Knowledge of Computer-aided Design (CAD) and latest Management Technology /other relevant software.
- (b) Proven track record of handling construction projects/ consultancy in organizations of repute.
- (c) 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 to his/her specialization.
- (d) Design and Execution of projects including Civil, Electrical, HVAC and other aspects of engineering including acquisition of land.

**Pay:** Pay Level: 13 (₹1,23,100 – ₹2,15,900/-)

**Upper age limit:** 50 Years

**3. Sports Officer: 01 Post (UR)**

**Qualification:** Graduation with Masters' degree in Physical Education (2 years course)

**Experience:** At least 5 years relevant experience

**Desirable:**

- (a) Applicants should have specialization in at least one sport such as Athletics, Swimming, Basketball and Badminton.
- (b) N.I.S Coaching Diploma holders and medal winners in inter-university/ national games will be given preference.
- (c) Proficiency in more than one game will be given preference.

**Pay:** Pay Level: 10 (₹56,100 – ₹1,77,500/-)

**Upper age limit:** 45 Years

**General Instructions**

1. It is **mandatory** to fill the application in the online portal, take the printout and submit the hard copy through postal service. Last time and date for **online** application is **IST 5:00 p.m. on August 29, 2022**, and receipt of signed **hardcopy** of the application is **September 5, 2022**. No correspondence for relaxation in this regard shall be entertained by the Institute. Delay due to internet connectivity and postal services will also be not entertained. Hard copy of applications not received within the due date shall be rejected.
2. Applicants who have not been considered earlier against the old advertisements need to apply afresh.

3. **Application Fee**: Applicant must pay following non-refundable application fee using net-banking and upload the UTR/Transaction/Payment reference in the field provided in the online application portal:  
PwD, SC/ST, Ex-Servicemen, regular employees of IIT Indore & Female applicant:  
No Fee  
OBC-NC, EWS: ₹100/-  
Others: ₹200/-
4. All details furnished in the online application will be treated as final and no changes shall be entertained later. Applicant will be solely responsible for the entries made in the application form.
5. Applicants applying for more than one post should apply in separate application forms with different email ID. Application fees, as applicable, would be required to be paid separately.
6. Experience and age limit will be reckoned as on last date of online submission of online application form.
7. Applicants are advised to fill their correct and active e-mail address in the online application, as all correspondences will be made by the Institute through e-mail only.
8. Applicants are required to attach a duly signed list of enclosures with the application form and send it with the hard copy.
9. Certificate(s) in support of experience(s) should be in proper format. It should be on the employer's organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, pay level (preferably as per 7th CPC), name, designation and signature of the Administrative Authority/ Owner of the organization along with seal.
10. Schedule of test/Interview will be communicated through e-mail in due course to the shortlisted applicants in their registered e-mail ID. No separate letter (hard copy) will be sent for this purpose.
11. Updates/ modifications/ amendments in the advertisement and results would be communicated through Institute website only. Issuance of the same in the newspapers is not obligatory on the part of the Institute.
12. Admission of the applicants to any stage of the selection process will be purely provisional, subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter will not imply that his/her candidature has been found eligible.
13. **Applicants employed in Government/Semi Government Organizations/ Autonomous Bodies should process their application through proper channel and submit NOC with vigilance clearance from their present employer.** Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' with vigilance clearance from their present employer at the time of interview. However, they should submit an undertaking with their

application that NOC would be submitted at the time of interview. Application without NOC/Undertaking will not be entertained.

14. Applicants who have submitted experience certificates from PSU/ Autonomous bodies having different pay scales, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.
15. Age relaxation will be given for SC/ ST/ OBC (NCL)/ Persons with Disabilities (PWD)/ Ex-Servicemen, Central Government employees as per Government of India norms. Candidates claiming age relaxation should submit their self-attested copy of relevant certificate issued by competent authority as per Government of India norms along with the application form, in support of their claim.
16. Age limit may be relaxed by 5 years in case of person serving in Central/ State Government/ Autonomous Bodies (Central/ State) having minimum experience of 3 years of continuous service. Certificate in this regard is to be submitted.
17. Applicants applying for the posts reserved for OBC must enclose along with their application certificate of OBC (non- creamy layer) in the prescribed form issued by Competent Authority as on closing date of registration of application for this notice. The certificate should be of the current financial year, in accordance with instructions issued by the Government of India in this respect from time to time.
18. EWS applicants, claiming exemption of application fees, must attach Income and Asset Certificate issued by the Competent Authority as on closing date of registration of application for this notice and it should be valid for FY 2022-23.
19. Persons with Disabilities (PWD) with minimum 40% disability under the specified categories as per Government of India rules are encouraged to apply under the reservation category for the advertised posts.
20. Preference would be given to applicants having experience in reputed Educational Institutes or Centrally Funded Technical Institutes (CFTIs) and sound knowledge in computer applications with good working knowledge of English language.
21. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
22. Only shortlisted applicants will be called for written test / interview. Short-listed candidates and selected candidate(s) only will be informed individually via e-mail on their registered e-mail. In addition, the list of shortlisted/selected applicants will be uploaded on the institute website. No interim correspondence whatsoever will be entertained from applicants regarding conduct and result of interview and reasons for not being called for interview.
23. The Institute shall have the right to restrict the number of applicants to be called for interview, based on qualifications and experience higher than the minimum prescribed or any other criteria, that may deem fit.

24. Marks obtained in the Written/ Pre-interview Test would be considered as qualifier and will not be carried forward for the interview. The Institute reserves the right to decide upon the qualifying marks of Written/ Pre-interview Test.
25. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage. If an applicant is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, appointment may be cancelled. Hiding any information or submitting false information may lead to cancellation of candidature at any stage of recruitment.
26. To & Fro Rail fare (AC 2 Tier) for shortest route would be reimbursed to the applicants called for interview only in the Institute. Applicants would be required to submit both way journey tickets. No TA/DA shall be paid to the applicants for attending the written/ pre-interview test only.
27. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
- 28. Though the vacancy positions indicated are for Simrol campus of IIT Indore, the Institute reserves the right to relocate the selected applicant to any of its units/center located elsewhere.**
29. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Indore and courts/ Tribunals/ forums at Indore only shall have sole and exclusive jurisdiction to try any such cause/ disputes.
30. Any sort of canvassing or influencing any official related to the recruitment/ selection process would result in immediate disqualification of the candidate.
31. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
32. Institute reserves the right to not to fill up /cancel the post advertised without assigning any reason.
33. Institute reserves the right to increase/decrease the number of vacancies advertised.
34. IIT Indore will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the declaration of final results. Thereafter, no queries on the subject shall be entertained.
35. **Application Procedure and Submission of Application Form.**
  - (a) The candidate must apply online by visiting the website at <http://iiti.ac.in/recruitments/non-teaching-recruitment> Instructions for completing the application are available on the application website. Please refer to those instructions while filling the application.
  - (b) All self-attested certificates are to be uploaded in pdf file along with the online application form.

- (c) It is mandatory to fill the application online in the link provided above, take print out of the online filled application form and submit the hardcopy through postal service before the dates mentioned in Para 1 of General Instructions.
- (d) The applicant is required to send the hardcopy of duly signed printout of the online filled Application Form along with all the required documents duly self-attested by him/her to the following address prescribing on the Envelope "Application for the position of \_\_\_\_\_".

To,  
Recruitment Cell,  
Abhinandan Bhawan, 5th Floor,  
Indian Institute of Technology Indore,  
Khandwa Road, Simrol, 453552  
Indore, Madhya Pradesh

- (e) **Last date for online application is IST 5:00 p.m on August 29, 2022 and receipt of signed hardcopy of the application is September 5, 2022.**
- (f) The applicant should retain a copy of the filled application form for future reference.
- (g) Applicants must contact the referees to send recommendation letters of reference addressing to the Dean of Administration. The referees should be requested to send the reference letters by post in the postal address mentioned above or email at [recruitmentcell@iiti.ac.in](mailto:recruitmentcell@iiti.ac.in).
- (h) For any query, please write to [recruitmentcell@iiti.ac.in](mailto:recruitmentcell@iiti.ac.in) or call +91(0)731-6603178 between Monday to Friday from 09:30 AM till 05:45 PM

**Officer I/c - Recruitment**