



भारतीय प्रौद्योगिकी संस्थान इंदौर

खंडवा रोड, सिमरोल, इंदौर - 453552

INDIAN INSTITUTE OF TECHNOLOGY INDORE

Khandwa Road, Simrol, Indore – 453552

Advt. No.: IITI/Rect./NT posts-01/January/2025

Dated 01-01-2025

Indian Institute of Technology Indore (IIT Indore), an Institute of National Importance, invites online applications from Indian Nationals for the following non-teaching position. Candidates fulfilling the required academic qualifications and relevant work experience may apply online through the Institute's online recruitment portal.

IIT Indore is one of the second-generation IITs established by the Ministry of Education, Government of India. IIT Indore has made its presence felt as a center of excellence for innovation, learning, teaching, and research. The Institute, with its state-of-the-art infrastructure and productive and learning work environment, aims to attract the best talent through staff recruitment.

Sl. No.	Post	No. of Post						Pay Scale
		UR	OBC	EWS	SC	ST	Total	
1	Executive Engineer (Civil)	01	-	-	-	-	01	Pay Level: 11 (Rs.67,700 – 2,08,700/-)
2	Medical Officer	01	-	-	-	-	01	Pay Level: 10 (Rs.56,100 – 1,77,500/-)
3	Assistant Registrar	-	-	01	-	-	01	Pay Level: 10 (Rs.56,100 – 1,77,500/-)
4	Senior Engineer (Civil)	01	-	-	-	-	01	Pay Level: 7 (Rs.44,900 – 1,42,400/-)
5	Assistant Security Officer	01	-	-	-	-	01	Pay Level: 7 (Rs.44,900 – 1,42,400/-)
6	Junior Superintendent	-	02	-	-	-	02	Pay Level: 6 (Rs. 35,400 – 1,12,400/-)
7	Junior Assistant	04	-	01	-	-	05	Pay Level: 4 (Rs. 25,500 – 81,100/-)

The applicants must refer to the detailed advertisement and apply online through the link <https://www.iiti.ac.in/recruitments/non-teaching-recruitment> till January 30, 2025 (IST 05.00 p.m.). For further details, kindly visit the Institute website www.iiti.ac.in

Sd/-
Registrar, IIT Indore

The essential and desirable education, qualifications, and experience for the advertised posts are as follows:

1. Executive Engineer (Civil):

Essential Qualification and Experience:

- (i) A first class Bachelor's degree in Civil Engineering.
- (ii) 5 years' experience in the relevant field, of which five /eight years must have been in an executive position, i.e., in the Grade Pay of Rs 5,400 (Pay Level 10 as per 7th CPC) / 4,600 (Pay Level 7 as per 7th CPC) from CPWD / State PWD or similar organized services / semi-government / PSU / statutory or autonomous organization / Universities / reputed institute or organization under Central / State government.
- (iii) Experience in Project Management concerning contract management, estimation, execution of capital works, and maintenance of electric supply and distribution system. Should be able to co-ordinate the various supply growth plans. Should have experience in the maintenance of water supply systems, pumping both water and sewage and conversant with the air-conditioning and refrigeration maintenance system.

Desirable:

- i. Master's Degree in Civil Engineering.
- ii. Significant experience of handling construction projects in reputed organizations of relevant magnitude and qualities. Experience in working in CFTI in the planning stages is desirable.
- iii. Experience of working with planning, design and execution of civil works, construction management of large projects and its maintenance, cost estimation & tendering process, obtaining various statutory approvals for buildings as relevant.
- iv. Knowledge of relevant GFRs and CPWD working procedures is highly desired.
- v. Experience of working with guidelines for the best engineering practice with the least environmental impacts in Infrastructure planning and execution.
- vi. Interpersonal skills to work in a professional team environment and liaison with various organizations, writing skills to prepare various types of reports for infrastructure development projects etc. are expected.

Pay Level: 11 (Rs. 67,700 – 2,08,700/-) as per 7th CPC.

Upper age limit: 45 Years

2. Medical Officer:

Essential Educational Qualifications:

MD Medicine or MD/MS Obstetrics and gynecology, Surgery, or any clinical branch) degree from a university recognized by NMC (National Medical Council), including completion of a Compulsory Rotatory Residential Internship (CRRI) and registration with the National Medical Council or State Medical Council.

Essential Experience:

Minimum 2 years of experience after MD/MS.

Desirable :

1. Preference will be given to the candidate having 55% in MD/MS.
2. Preference will be given to the candidate having experience in AIIMS/CFTI.
3. Administrative experience in managing the day-to-day activities of the Community Health Center.

Pay Level: 10 (Rs. 56,100 – 1,77,500/-) NPA will be paid as per rules.

Upper age limit: 45 Years

3. Assistant Registrar:

Essential Qualification: Master's Degree with at least 55% marks or its equivalent with an excellent academic record.

Essential Experience: 3 years of administrative experience in a post carrying Pay Level 8 (Grade Pay of Rs. 4800/- as per 7th CPC) or equivalent pay scale on a regular position.

OR

5 years' experience in pay level 7 (Grade Pay of Rs. 4,600/- as per 7th CPC) or equivalent pay scale on a regular position.

OR

8 years' experience in pay level 6 (Grade Pay of Rs. 4,200/- as per 7th CPC) or equivalent pay scale on a regular position.

Desirable:

- (i) Professional qualification in the area of Management/ Finance & Accounts
- (ii) Experience of handling ERP-based Administration, Finance, Academic, Materials Management, Patents, Research Project Management, Student activities, International Relations, Alumni Relations, Legal Matters, etc.

Pay Level: 10 (Rs. 56,100 – 1,77,500/-) as per 7th CPC.

Upper age limit: 45 Years

4. Senior Engineer (Civil):

Essential Qualification and Experience:

Bachelor's degree in Civil Engineering with at least 2 years relevant experience in Grade Pay of Rs.4,200/- (Pay Level 6 as per 7th CPC) or equivalent in the relevant field.

OR

03 years Diploma in Civil with at least 5 years of experience in the Grade Pay of Rs.4,200/- (Pay Level 3 as per 7th CPC) or equivalent in the relevant field.

Desirable:

(i) Master's Degree in Civil Engineering.

Knowledge of Computer-Aided Design (CAD), Project Management (Civil) and latest Construction Management or other relevant software,

(ii) Proven track record of handling construction projects in reputed organization of relevant magnitude and qualities,

(iii) Experience of designing, estimation, construction management of large projects, etc., as relevant to the specialization of the person,

(iv) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies.

Pay Level: 7 (Rs.44,900 – 1,42,400/-) as per 7th CPC.

Upper age limit: 40 Years

5. Assistant Security Officer:

Essential Educational Qualifications:

(i) Bachelor's degree with at least 60% marks or equivalent CGPA from a recognized University/Institute with Military/ CAPF/Police Training/CISF.

(ii) Reasonable knowledge of firefighting Experience/Protocol Management/ VIP Movement/Liaison and conducting probes/inquiries/investigations.

Essential Experience:

6 years of experience as Sub-Inspector of CAPF (Central Armed Police Force)/Police or Armed Forces/ Fire Department/ Disaster Management in Pay Level-6 on regular position or equivalent regular position in PSU/CFTI.

OR

10 years' experience as Assistant Sub-Inspector in CAPF (Central Armed Police Force)/Police in Armed Forces / Fire Brigade/ Disaster Management in Pay Level-5 on regular position or equivalent regular position in PSU/CFTI.

OR

Holding an analogous regular post in any other PSU/CFTI in the Safety and Security Department (only security experience in a Full-fledged residential complex campus (i.e., Institute + Hostels + Residential Complex) shall only be considered.

AND

Must hold a valid driving license for LMV and MC with Gear for at least 3 years.

Desirable for Assistant Security Officer:

(i) Diploma/Certificate in Fire Fighting/Laboratory/ Workshop Safety/Disaster Management.

(ii) Driving license for HMV

(iii) Good communication skills/interpersonal skills and Knowledge of Labor Laws

Pay: Level: 7 (Rs.44,900 – 1,42,400/-) as per 7th CPC **Upper age limit:** 40 Years

06. Junior Superintendent:

Essential Qualification and Experience: Bachelor's degree with 5 years of relevant experience as Junior Assistant in Pay Level 3 as per 7th CPC/Grade Pay of Rs.2000/- or equivalent post in the CFTI/ relevant field.

Desirable:

- (i) Experience in the fields of administration, academics, store/purchase, material management, research project management, public relations, international relations, student affairs, and educational outreach.
- (ii) Knowledge of Computer applications like word processing, spreadsheets, presentation software, ERP, etc.
- (iii) Excellent noting and drafting skills in Hindi and English.

Pay Level: 6 (Rs. 35,400 – 1,12,400/-) as per 7th CPC

Upper age limit: 40 Years

07. Junior Assistant:

Essential Qualification and Experience: Bachelor's degree with knowledge of computer operations and 02 years of relevant experience.

- Desirable:**
- (i) Experience in handling Establishment and HR matters, Material Management, Accounts and Audit, Student Affairs, Research & Development, Research Project Management matters, Student Affairs.
 - (ii) Knowledge of Computer applications like word processing, spread sheet, presentation software etc.

Pay Level: 4 (Rs. 25,500 - 81,100/-) as per 7th CPC.

Upper age limit: 35 Years.

GENERAL INSTRUCTIONS:

1. It is mandatory to fill the application in the online portal. The last date and time for online application is on **January 30, 2025, IST 05:00 p.m.** No correspondence for relaxation in this regard shall be entertained by the Institute. Delays due to internet connectivity and any other issue will also be not entertained.
2. Applicants who have not been considered earlier against the previous advertisements need to apply afresh.
3. **Application Fee:**
 - (i) Applicant must pay the following non-refundable application fee using net banking and upload the UTR/Transaction/Payment reference in the field provided in the online application portal:

Category	Fee
PwD, SC/ST, Ex-Servicemen, regular employees of IIT Indore & Female applicants of all categories	NIL
OBC-NCL & EWS	₹300/-
UR	₹500/-

- (ii) Fee, once paid, will not be refunded or re-adjusted under any circumstances; in case the advertisement is canceled due to any reason, then also fee will not be refunded or re-adjusted.
4. All details furnished in the online application will be treated as final, and no changes will be made later. The 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 on the last date of online submission of the online application form.
 7. Applicants are advised to fill in 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. The institute strives to have a diverse and representative workforce. Female candidates and marginalized categories are encouraged to apply.
 9. Educational qualifications prescribed in this recruitment advertisement must have been obtained from a recognized Board/Council/University/Institute.
 10. Only post-qualification experience is to be counted for all the positions.

11. The Institute may verify the antecedents and documents submitted by a candidate during his / her service tenure. In case it is detected that the documents submitted by the candidate are fake/ forged or the candidate has clandestine antecedents/ background or has suppressed any information, then his service shall be terminated, and legal action may also be initiated against such candidates/ employees.
12. Certificate(s) in support of experience(s) should be in proper format. It should be on the employer's organization's letterhead 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, email, phone number and signature of the Authorized Signatory/Administrative Authority/ Owner/Proprietor of the organization along with seal.
13. 'Relevant experience' means experience related to the area of the post advertised. The Screening cum Shortlisting Committee will determine the relevancy of experience, and its decision will be final and binding.
14. The schedule of the written test/skill test/job suitability test/ personality test/interview, as applicable, will be communicated through e-mail to the shortlisted applicants through their registered e-mail ID. No separate call letter /admit card (hard copy) will be sent for this purpose.
15. Updates/ modifications/ amendments in the advertisement and results will be communicated through the Institute website only. Issuance of the same in the newspapers is not obligatory on the part of the Institute. Applicants are advised to visit the Institute's website frequently for a scrutiny list, date of exam, results, etc.
16. 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 issuance of a registration certificate/call letter will not imply that his/her candidature has been found eligible.
17. Applicants who have submitted experience certificates from PSU / Autonomous bodies having different pay scales on regular post, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.
18. The Institute reserves the right to decide the mode of screening and testing the applicant for various stages of the selection process; only qualified candidates will be called for further rounds of selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage, even after the issuance of the offer of appointment, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
19. Age relaxation will be given for SC/ ST/ OBC (non- creamy layer)/ Persons with Disabilities (PWD)/ Ex-Servicemen, employees of Central/State Government/ Autonomous Bodies (Central/ State) as per Government of India norms. Candidates claiming age relaxation should submit their self-attested copy of the relevant certificate issued by competent authority as per Government of India norms along with the application form in support of their claim.

20. The age limit may be relaxed by 5 years in case of a person serving in Central/ State Government/ Autonomous Bodies (Central/ State) in a regular position and having a minimum experience of 3 years of continuous service in that post. A certificate in this regard is to be submitted.
21. Applicants applying for the posts reserved for OBC (NCL) must enclose along with their application certificate of OBC (NCL) in the prescribed form issued by Competent Authority as on closing date of registration of application for this advertisement. The certificate should be latest, and it should have been issued on or before the closing date of registration of application for this recruitment advertisement. It must be in accordance with instructions issued by the Government of India in this respect from time to time. The period of validity must be clearly mentioned in the certificate itself, and the certificate must be valid as on the date of closing date of registration of application for this recruitment advertisement.
22. The candidates applying against the vacancies reserved for EWS must possess an Income and Asset Certificate issued by the Competent Authority on the closing date of registration of application for this notice, and it should be valid for FY 2024-25. Further, these candidates are also required to produce valid Income and Asset Certificates during document verification.
23. 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, if any.
24. Preference would be given to applicants having experience in Centrally Funded Technical Institutes (CFTIs) or reputed Educational Institutes and having sound knowledge in computer applications with good working knowledge of both Hindi and English language.
25. Only shortlisted applicants will be called for a written test /skill test/ job suitability test/ personality test/interview, as applicable. Short-listed candidates and selected candidates(s) only will be informed individually via e-mail through their registered e-mail. In addition, the list of shortlisted/selected applicants will be uploaded on the Institute website. No interim correspondence will be entertained from applicants regarding the conduct of tests, skill test/ personality test results, or reasons for not being called for the next round. Candidates are advised to visit the institute website regularly for updates.
26. The Institute shall have the right to restrict the number of applicants to be called for any stage of the selection process based on qualifications and experience higher than the minimum prescribed or any other criteria it may deem fit. The Institute shall also have the right to change the criteria to call the eligible candidates for written test/skill test/ job suitability test/ interview/ personality test depending upon the response received against the advertised posts.
27. The Institute reserves the right to decide upon the qualifying marks of written test/skill test/ job suitability test/ interview/ personality test, or any other mode of the selection process, as may be decided by the Institute.
28. No TA/DA shall be paid for attending any stage of the selection process.
29. All the appointees, including in-service candidates, shall be governed by the New

Pension Scheme (NPS) introduced by the Govt. of India.

30. Though the vacancy positions indicated are for IIT Indore, the Institute reserves the right to relocate the selected applicant to any of its units/centers/departments/Ujjain Campus to be established elsewhere.
31. Any sort of canvassing or influencing any official related to the recruitment/selection process would result in immediate disqualification of the candidate.
32. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
33. The Institute reserves the right to not appoint /cancel the post advertised partially or fully without assigning any reason.
34. The number of vacancies to be filled may vary at the time of recruitment. The Institute reserves the right to fill consequential vacancies, including additional posts arising at the time of the selection process, on account of re-appropriation, promotion, resignations, retirement or revision of RPN, adoption of new recruitment and promotion policy etc., from available candidates.
35. IIT Indore will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of the recruitment process i.e. the declaration of final results. Thereafter, no queries on the subject shall be entertained.
36. 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 have sole and exclusive jurisdiction to try any such cause/ disputes.
37. The list of Shortlisted/ Not shortlisted candidates will be published on the institute website.
38. The scheme of the Examination and Syllabus are also placed on the web page of IIT Indore under the career tab (Non-Teaching Recruitment).
39. Call Letters will be issued to eligible candidates only through registered email IDs. Detailed instructions shall be provided in the call letter
40. While appearing in the Exam, skill test, or interview, the candidates are required to make their own arrangements for food, transport, and stay as hostel and guest house facilities are not available inside the campus during this period.
41. Application Procedure and Submission of Application Form.
 - (a) The candidate must apply online by visiting the website at <http://iti.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. The last date for submission of the online application is **January 30, 2025. up to IST 05:00 p.m.**

- (b) All self-attested certificates are to be uploaded in a pdf file along with the online application form. **SINCE NO HARD COPY OF THE APPLICATION IS BEING CALLED**, applicants are advised to upload all supporting documents carefully online, and there is **No Need to Send a Hard copy of the application and documents as of now**.
- (c) Applicants serving in Central/ State Govt./ Central/ State Autonomous bodies/ PSUs are required to upload the No-Objection Certificate (NOC) & Vigilance Clearance Certificate while applying online, along with all other relevant certificates/ documents duly self-attested. If any applicant cannot submit the NOC & Vigilance Clearance Certificate from his present employer, an undertaking can be submitted. However, the required NOC & Vigilance Clearance Certificate shall be mandatorily sent through email at recruitmentcell@iiti.ac.in within 15 days from the last online application submission date.
- (d) It is mandatory to fill the application online in the link provided above before the dates mentioned in Para 1 of General Instructions.
- (e) The applicant should retain a copy of the filled application with the application reference number form for future reference.
- (f) Candidates must contact the referees to send recommendation letters online. For this, referees will receive an auto-generated email from IIT Indore on the submission of an online application by the candidate.
- (g) Candidates who face any technical problems while applying for the online application form may send their queries to the e-mail address provided below. It will be answered till the closing date of the application only: recruitmentcell@iiti.ac.in or Phone: +91-731-6603190.

Sd/-
Registrar, IIT Indore