



INDIAN INSTITUTE OF TECHNOLOGY INDORE
Khandwa Road, Simrol, Indore – 453552
 Email: recruitmentcell@iiti.ac.in

Advt. No.: IITI/Estt./NT posts-01/February 2020 dated 14-02-2020

Online applications are invited for the following positions at Indian Institute of Technology Indore. IIT Indore is one of the second generation IITs established by Ministry of Human Resource Development, Government of India.

Sl. No.	Post	No. of Post	Pay Scale
1	Registrar	1-UR	Pay Level: 14 (Rs. 1,44,200 - 2,18,200/-)
2	General Manager (Workshop)	1-UR	Pay Level: 12 (Rs. 78,800 - 2,09,200/-)
3	Administrative Officer	2-UR 1-EWS 1-OBC	Pay Level: 10 (Rs. 56,100 – 1,77,500/-)
4	Placement Officer	1-UR	Pay Level: 10 (Rs. 56,100 – 1,77,500/-)
5	Sports Officer	1-UR	Pay Level: 10 (Rs. 56,100 – 1,77,500/-)
6	Executive Manager	1-UR 1-OBC	Pay Level: 8 (Rs.47,600 - 1,51,100/-)
7	Junior Hindi Translator	1-UR	Pay Level: 6 (Rs. 35,400 - 1,12,400/-)
8	Manager	1-UR 1-OBC 1-ST	Pay Level: 6 (Rs. 35,400 - 1,12,400/-)
9	Manager (Library)	1-UR 1-EWS	Pay Level: 6 (Rs. 35,400 - 1,12,400/-)
10	Manager (Technical)	1-UR 1-EWS 1-OBC 1-ST	Pay Level: 6 (Rs. 35,400 - 1,12,400/-)
11	Deputy Manager	1-UR 1-EWS 1-OBC(Backlog) 3-SC(Backlog) 4-ST(3-Backlog)	Pay Level:4 (Rs.25,500-81,100/-)

Applicants must apply online through the link provided at www.iiti.ac.in before **06-03-2020 (5.00 pm)**. A printout of the completed application form must be submitted at IIT Indore along with self-attested copies of required documents on or before **5.00 pm (IST)** on **13-03-2020**. For further details, please visit Institute website www.iiti.ac.in

REGISTRAR I/C

INDIAN INSTITUTE OF TECHNOLOGY INDORE

Online applications are invited for following positions at Indian Institute of Technology Indore for recruitment on regular/deputation/contract basis:

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 Rs. 7,000/- (or equivalent VI CPC Scale) and above or 8 years of services in AGP of Rs. 8000/- (or equivalent VI 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 6thCPC) or an equivalent post

Pay: Pay Level: 14 (Rs. 1,44,200 - 2,18,200/-) (Pay Scale: Rs.37,400-67,000/- with Grade Pay of Rs. 10,000/- as per 6thCPC).

Upper age limit: 57 Years

2. **General Manager (Workshop): 01 Post (UR)**

Qualification: First Class in M.Tech. in Mechanical Engineering with specialization in manufacturing/ production engineering.

Experience: Minimum 7 year of post M.Tech. work experience in the manufacturing/production related field out of which 3 years of work experience should be in a supervisory position in the manufacturing /production related field.

Desirable:

Ph.D. in Mechanical Engineering with specialization in manufacturing/production

OR

Experience of developing a modern state of art workshop in a reputed Institute, knowledge and exposure to latest trends in different manufacturing process and machines, cutting tool and dies, CNC machines, unconventional machines and processes, plastic parts manufacturing, different types of controls, electrical and electronic repair shop etc.

Pay: Pay Level: 12 (Rs. 78,800 – 2,09,200/-) (Pay Scale: Rs.15,600-39,100/- with Grade Pay of Rs. 7600/- as per 6th CPC).

Upper age limit: 50 Years

3. **Administrative Officer: 04 Posts (02-UR, 01-EWS, 01-OBC)**

Qualification: Masters' Degree with at least 55% marks or its equivalent with excellent academic record.

Experience: 3 years administrative experience in a post carrying Pay Level 8 (Grade Pay of Rs. 4800/- as per 6th CPC) or equivalent

OR

5 years' experience in pay level 7 (Grade Pay of Rs. 4600/- as per 6th CPC) or equivalent

OR

8 years' experience in pay level 6 (Grade Pay of Rs. 4200/- as per 6th CPC) or equivalent.

Desirable

- (i) Professional qualification in area of Management/ Finance & Accounts
- (ii) Experience in handling Administrative/ Legal/ Finance/ Stores & Purchase/ Establishments matters.

Pay: Pay Level: 10 (Rs. 56,100 – 1,77,500/-) (Pay Scale: Rs.,15,600-39,100/- with Grade Pay of Rs. 5400/- as per 6th CPC).

Upper age limit: 45 Years

4. **Placement Officer: 01 Post (UR)**

Qualification and Experience: Masters' Degree/M.B.A. or equivalent with min 55% marks or equivalent grade point average with relevant experience of 03 years or B.Tech./B.E. with 06 years of experience

Minimum 1 year experience in Grade Pay of Rs 4800/- or equivalent, handling recruitment or placement is mandatory.

Pay: Pay Level: 10 (Rs. 56,100 – 1,77,500/-) (Pay Scale: Rs.,15,600-39,100/- with Grade Pay of Rs. 5400/- as per 6th CPC).

Upper age limit: 45 Years

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

Qualification and Experience: Graduation with Master's degree in Physical Education (2 years course) with 5 years relevant experience

Pay: Pay Level: 10 (Rs. 56,100 – 1,77,500/-) (Pay Scale: Rs.,15,600-39,100/- with Grade Pay of Rs. 5400/- as per 6th CPC).

Upper age limit: 45 Years

6. **Executive Manager: 02 Posts (01-UR, 01-OBC)**

Qualification and Experience: Post Graduate degree with minimum 6 years' experience in relevant area out of which at least 3 years should be as Junior Superintendent / Manager in Pay Level 6 (i.e. Grade Pay of Rs.4200/-) or equivalent.

Pay: Pay Level: 8 (RS.47,600-1,51,100/-) (Pay Scale: Rs.9,300-34,800/- with Grade Pay of Rs. 4,800/- as per 6th CPC)

Upper age limit: 40 Years

7. **Junior Hindi Translator: 01 Post (01-UR)**

Qualification: Master's Degree of a recognized university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's Degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's Degree of a recognized university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

AND

Recognized Diploma or Certificate course in Translation from Hindi to English & vice versa or **Two years'** experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Pay: Pay Level: 6 (Rs. 35,400 - 1,12,400/-) (Pay Scale: Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- as per 6th CPC).

Upper age limit: 40 years

8. **Manager: 03 Posts (01-UR, 01-OBC, 01-ST)**

Qualification: Bachelor's Degree

Experience: 5 years of experience in relevant area as Junior Assistant / Deputy Manager in the Grade Pay of Rs.2000/- as per 6th CPC or equivalent.

Pay: Pay Level: 6 (Rs. 35,400 - 1,12,400/-) (Pay Scale: Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- as per 6th CPC).

Upper age limit: 40 Years

9. **Manager(Library): 02 Posts (01-UR, 01-EWS)**

Qualification: Bachelor of Library / Information Science or equivalent

Experience: 4 years relevant experience. For applicants with Master's degree in Library/ Information Science or equivalent, the normal duration of Master's programme would be counted towards experience.

Pay: Pay Level: 6 (Rs. 35,400 - 1,12,400/-) (Pay Scale: Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- as per 6th CPC).

Upper age limit: 40 Years

10. **Manager(Technical): 04 Posts (01-UR, 01-EWS,01-OBC,1-ST)**

Qualification: BE/ B. Tech /M.Sc./MCA

Experience:5 years' experience in relevant area in the Grade Pay of Rs 2000 as per 6th CPC or equivalent.

Pay: Pay Level: 6 (Rs. 35,400 - 1,12,400/-) (Pay Scale: Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- as per 6th CPC).

Upper age limit: 40 years

11. **Deputy Manager: 10 Posts (01-UR, 01-EWS, 01-OBC(Backlog), 03-SC(Backlog), 04-ST (3 Backlog))**

Qualification: Bachelor's Degree with knowledge of Computer Operations.

Experience: 02 years of relevant experience

Pay: Pay Level:4(Rs.25,500-81,100/-) (PayScale:Rs.5,200-20,200/-with Grade Pay of Rs.2,400/-as per 6th CPC).

Upper age limit: 35 years

General Instructions:

1. The applicants must apply online through the link provided at institute's website www.iiti.ac.in before **06-03-2020** (5.00 pm). The printout of the completed application form must be submitted to the institute along with self-attested copies of required documents on or before 5.00 pm (IST) on **13-03-2020**. Institute will not be responsible for any technical or postal delay or application lost in transit. Applications not received within the due date shall be rejected. No correspondence in this regard shall be made by the Institute.
2. The applicants are required to pay a non-refundable **application fee** of Rs.500/- (Rupees Five Hundred only) during the process of filling up of online application. Candidates belonging to SC/ST/PWD/Ex-Servicemen communities & women are **not** required to pay application fee.
3. Application fee once paid shall not be refunded under any circumstances.
4. Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not apply.
5. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be communicated through the e-mail id in due course, to the candidates in their registered e-mail. No separate letter (hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments in the advertisement and results.
6. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission 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 to the candidate will not imply that his/her candidature has been found eligible.
7. All the details furnished in the online application will be treated as final and no changes shall be entertained. The responsibility of entries in the application form lies with the applicant.

8. Age relaxation will be given for SC/ST/OBC (NC)/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.
9. Eligibility of candidate with regard to age, qualification & experience shall be calculated/ considered with reference to last date of the online application, as per criteria specified in the advertisement.
10. 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.
11. For availing the benefits of OBC category, the applicant must enclose with the applications form, OBC (Non-Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the last date for receipt of applications. The OBC Certificate should be in the proforma prescribed by the Government of India.
12. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.
13. Preference will be given to candidates with experience in reputed Educational Institutes or Centrally Funded Technical Institutes (CFTIs), having sound knowledge in computer applications with good working knowledge of English language.
14. Any subsequent amendments/modifications etc. on this matter will be notified in the **institute website only** which may be referred to by the interested candidates' regularly. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the institute.
15. Institute reserves the right to not to fill up /cancel the post advertised without assigning any reason.
16. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage.
17. Candidates may ensure that they fill in the correct information; as any incomplete or error in the application is liable to be disqualified at any stage of recruitment.
18. Only screened-in applicants will be called for written test / interview as the case may be. No interim correspondence what so ever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
19. Short-listed candidates for written test / interview and finally selected candidates only will be informed individually via e-mail correspondence on their registered e-mail apart from uploading the list of shortlisted/selected candidates on the institute website.
20. The Institute shall have the right to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
21. No TA/DA shall be paid to the candidates for attending the written test / interview.
22. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications and experience along with the printout of online application form. Originals should not be sent along with the application but these must be produced at the time of test/ interview for verification.

Applications, incomplete in any respect, received without self-attested copies of certificates in support of age, qualification, experience, and received after the due date of submission shall be summarily rejected without intimation. Any fresh enclosures received after the last date shall not be considered.

23. Certificate(s) in support of experience(s) should be in proper format, i.e., 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, name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
24. Candidates applying for more than one post should apply in separate application forms Separate application fees will also require to be paid (as applicable)
25. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel with vigilance clearance. However, they may send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC),' confirming vigilance clearance, from their present employer during the time of interview.
26. 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.
27. All disputes shall be to courts at Indore jurisdiction only.
28. The applicants must send their applications in envelopes upper scripted clearly. **"APPLICATION FOR THE POST OF"** for each post separately to:

Registrar,
Indian Institute of Technology Indore,
Khandwa Road, Simrol,
Indore - 453552
India