

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**

Khandwa Road, Simrol, Indore – 453552

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Advt. No.: IITI/Estt./NT posts-03/November 2022

dated 22-11-2022

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 Education, Government of India.

Sl. No.	Post	No. of Post						Pay Scale
		UR	OBC	EWS	SC	ST	Total	
1	Section Officer	2	--	--	1	--	3	Pay Level: 8 (Rs. 47,600 – 1,51,100/-)
2	Senior Engineer (Civil)	--	1	--	--	--	1	Pay Level: 7 (Rs.44,900 – 1,42,400/-)
3	Staff Nurse	2	1	--	--	--	3	Pay Level: 7 (Rs.44,900 – 1,42,400/-)
4	Junior Superintendent	2	--	1	--	--	3	Pay Level: 6 (Rs. 35,400 – 1,12,400/-)
5	Library Information Assistant &	1	1	1	--	--	3	Pay Level: 6 (Rs. 35,400 – 1,12,400/-)
6	Deputy Engineer (Civil)	--	1	--	--	--	1	Pay Level: 6 (Rs. 35,400 – 1,12,400/-)
7	Junior Hindi Translator	1	--	--	--	--	1	Pay Level: 6 (Rs. 35,400 – 1,12,400/-)
8	Pharmacist	1	--	--	--	--	1	Pay Level: 5 (Rs. 29,200 – 92,300/-)
9	Junior Assistant [#]	6	2	2	--	1	11	Pay Level: 4 (Rs. 25,400 – 81,100/-)

& Out of 03 positions of LIA, 01 is reserved for candidate belonging to category of Persons with Benchmark Disability (PwD) as per GOI orders

Out of 11 positions of Jr. Assistant, 01 is reserved for candidates belonging to Ex-Servicemen (ESM) Category and 01 is reserved for candidate belonging to category of Persons with Benchmark Disability (PwD) as per GOI orders.

The Applicants must apply **ONLINE** through the link provided at institute's website www.iiti.ac.in till **22-12-2022 (5.00 pm-IST)**. The receipt of the completed application form shall be submitted to the institute along with the self- attested copies of required documents on or before **5:00 pm (IST)** on **29-12-2022**. For further details visit Institute website www.iiti.ac.in

REGISTRAR I/C

INDIAN INSTITUTE OF TECHNOLOGY INDORE

The essential and desirable qualification and experience for the advertised posts are as under

1. **Section Officer: 03 Posts (2-UR, 1-SC)**

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

Desirable: (1) Experience in handling Establishment, Audit, Legal matters, RTI, grievances etc.
(2) Experience in managing offices of institute authorities.
(3) Having experience of working in Centrally Funded Technical Institutes.

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: 45 Years

2. **Senior Engineer (Civil): 01 Post (OBC)**

Essential Qualification and Experience: Bachelor's degree in Civil Engineering with at least 2 years relevant experience in Grade Pay of Rs.4,200/- OR 03 years Diploma in Civil Engineering with at least 5 years of experience in the Grade Pay of Rs.4,200/- or equivalent in the relevant field.

Desirable:(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 civil works, designing, estimation, construction management of large projects, etc., as relevant to the specialization of the person,
(4) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies.

Pay: Pay Level: 7 (Rs.44,900 – 1,42,400/-) (Pay Scale: Rs 9,300-34,800/- with Grade Pay of Rs 4,600/- as per 6th CPC).

Upper age limit: 40 Years

3. **Staff Nurse : 03 Posts (02-UR,1-OBC)**

Essential Qualification and Experience: BSc in Nursing with 02 years of experience OR 3 years Diploma in Nursing & Midwifery with 5 years of experience. The degree or Diploma must be from an institution / University recognized by Indian nursing council/State nursing council.

Desirable: Certified paramedic with Minimum one year experience in the Emergency room of a government or a recognized corporate hospital;

OR

Minimum one year experience in labour room of a government or a recognized corporate hospital;

OR

Minimum one year experience in an operation theatre of a government or a recognized corporate hospital.

Pay: Pay Level: 7 (Rs.44,900 – 1,42,400/-) (Pay Scale: Rs 9,300-34,800/- with Grade Pay of Rs 4,600/- as per 6th CPC).

Upper age limit: 40 Years

4. **Junior Superintendent: 03 Posts (2-UR, 1-EWS)**

Essential Qualification and Experience: Bachelor's degree with 5 years of experience in relevant area as Junior Assistant in the Grade Pay of Rs. 2000/- or equivalent.

Desirable: (1) Experience in the field of Administration, Academic, Store/Purchase, Material Management, Research Project Management, Public Relations etc.,
(2) Knowledge of Computer application like word processing, spread sheet, presentation software etc.

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

5. **Library Information Assistant: 03 Posts (1-UR, 1-OBC, 1-EWS)**

Essential Qualification and Experience: Bachelor of Library / Information Science or equivalent with 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.

Desirable: (1) Degree/Diploma in Computer Application / Library automation and computerization.
(2) Having experience of working in Centrally Funded Institutes/ Library of repute.

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

7. **Deputy Engineer (Civil): 01 Post (1-OBC)**

Essential Qualification and Experience: Degree in Civil Engineering relevant field with 2 years of experience OR Diploma in Civil engineering in relevant field with 5 years of experience.

Desirable: (1) Knowledge of Computer–Aided Design (CAD), and latest Construction Management or other relevant software

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

Essential Qualification and Experience: Master's degree of a recognized university in Hindi with English as a compulsory or elective subjective 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 subjective 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 subjective 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 subjective 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 subjective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

AND

Recognized diploma or Certificate course in translation from Hindi to English & vice versa of 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

9. **Pharmacist: 1 Post (UR)**

Essential Qualification and Experience: Diploma in Pharmacy with relevant experience of two years after diploma. Applicant should be registered as Pharmacist under Pharmacy Act, 1948.

Desirable: (1) Bachelor's/ Master's degree in Pharmacy

(2) Two year experience should be in a government or a recognized corporate hospital

Pay: Pay Level: 5 (Rs. 29,200 – 92,300/-) (Pay Scale: Rs 5,200-20,200/- with Grade Pay of Rs. 2,800/- as per 6th CPC).

Upper age limit: 35 Years

9. **Junior Assistant: 11 Posts (6-UR, 2-OBC, 2-EWS, 1-ST)**

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

Desirable: (1) Experience in handling Establishment, Legal, Purchase, Import, Material Management, Accounts and Audit, Student Affairs, Research & Development, Research Project Management matters

(2) Knowledge of Computer application like word processing, spread sheet, presentation software etc.

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. 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 December 22, 2022**, and receipt of signed **hardcopy** of the application is **December 29, 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. Institute strives to have a workforce which reflects gender balance. All candidates of all genders and categories are encouraged to apply.
10. 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.

11. 'Relevant experience' means experience related to the area of the post advertised. Screening Committee will determine relevancy of experience and its decision will be final.
12. 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.
13. 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.
14. 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.
15. **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.
16. 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.
17. For determining equivalence of Pay Level in respect of candidates employed in PSUs/Autonomous Bodies/Private Organizations where relevant Central Government Pay scales are not applicable, the gross salary of the candidate should not be less than *Basic Pay plus Dearness Allowance* of the 7th CPC Pay Level in which experience is required.
18. **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.
19. 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.
20. 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 or in the certificate itself validity of certificate must be mentioned and certificate must be valid as on the date of on closing date of registration of application for this notice.
21. The candidates applying against the vacancies reserved for EWS must possess 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. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification.
22. 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.

23. Preference would be given to applicants having experience in Centrally Funded Technical Institutes (CFTIs) or reputed Educational Institutes and sound knowledge in computer applications with good working knowledge of English language.
24. 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.
25. 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. 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 the selection process, based on qualifications and experience higher than the minimum prescribed or any other criteria, that may deem fit.
27. Marks obtained in the Written/ Pre-interview Test would be considered as qualifier and will not be carried forward for the skill test/interview. The Institute reserves the right to decide upon the qualifying marks of Written/ Pre-interview Test.
28. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage. If a candidate 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.
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 Simrol campus of IIT Indore, the Institute reserves the right to relocate the selected applicant to any of its units/centers/departments located elsewhere.**
31. 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.
32. Any sort of canvassing or influencing any official related to the recruitment/ selection process would result in immediate disqualification of the candidate.
33. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
34. Institute reserves the right not to fill up /cancel the post advertised partially or fully without assigning any reason.
35. Institute reserves the right to increase/decrease the number of vacancies advertised.
36. 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.
37. **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 December 22, 2022 and receipt of signed hardcopy of the application is December 29, 2022.**
- (f) The applicant should retain a copy of the filled application form for future reference.
- (h) For any query, please write to recruitmentcell@iiti.ac.in. or call +91(0)731-6603178 between Monday to Friday from 09:30 AM till 05:45 PM

Registrar I/c