



भारतीय प्रौद्योगिकी संस्थान इंदौर

INDIAN INSTITUTE OF TECHNOLOGY INDORE

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Advt. No.: IITI/Estt./NT posts-04/November 2023/

Dated 04-11-2023

Indian Institute of Technology Indore (IIT Indore), an Institute of National Importance, is ranked in the top 14 engineering institutes in the country by the National Institute Ranking Framework (NIRF) in the year 2023. IIT Indore is one of the second generation IITs established by Ministry of Education, Government of India. IIT Indore has made its presence felt as a centre of excellence for innovation, learning, teaching, and research. The Institute, with its state-of-the-art infrastructure and a productive and learning work environment, aims to attract the best talent for its staff recruitment.

Online applications are invited from the Indian Nationals for the following Non-Teaching positions at Indian Institute of Technology Indore.

Sl. No.	Post	No. of Post						Pay Scale
		UR	OBC	EWS	SC	ST	Total	
1	Senior Engineer (Electrical)	1	--	--	--	--	1	Pay Level: 7 (Rs.44,900 – 1,42,400/-)
2	Staff Nurse	2	1	--	--	--	3	Pay Level: 7 (Rs.44,900 – 1,42,400/-)
3	Junior Superintendent	--	--	1	1	--	2	Pay Level: 6 (Rs. 35,400 – 1,12,400/-)
4	Junior Technical Superintendent	1	--	--	--	1	2	Pay Level: 6 (Rs. 35,400 – 1,12,400/-)
5	Junior Assistant	--	1	--	--	--	1	Pay Level: 4 (Rs. 25,500 – 81,100/-)
6	Junior Lab Assistant	--	--	--	--	1	1	Pay Level: 4 (Rs. 25,500 – 81,100/-)

The applicants must apply **ONLINE** through the link <http://iiti.ac.in/recruitments/non-teaching-recruitment>, till **November 26, 2023 (IST 05.30 p.m.)**. For further details visit Institute website www.iiti.ac.in

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Registrar

INDIAN INSTITUTE OF TECHNOLOGY INDORE

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

1. **Senior Engineer (Electrical): 01 Post (UR)**

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

OR

03 years Diploma in Electrical Engineering with at least 5 years of relevant experience in the Grade Pay of Rs.4,200/- (Pay Level 6 as per 7th CPC) or equivalent in the relevant field.

Desirable:

- (i) Proven track record of handling construction projects in reputed organization & experience of coordination with multi-disciplinary planning consultants, architects, and construction agencies.
- (ii) Experience in estimation, planning & tendering of electrical works.
- (iii) Knowledge of Electrical Power Distribution System at 33 KV / 11 KV along with protection of mechanism and protection co-ordination of cables, transformer, and busbars, 11KV and 440V DG, instrumentation part associated with electrical systems like RTUs / SCADA and knowledge of communication systems applicable to power systems, Variable Frequency Drive systems & earthing systems.
- (iv) Knowledge of Solar PV generation & Auto-CAD.

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

Upper age limit: 40 Years

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

Essential Qualification and Experience: B.Sc in Nursing with 02 years of relevant experience in the relevant field.

OR

3 years Diploma in Nursing & Midwifery with 5 years of relevant experience in the relevant field. 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 relevant experience in the Emergency room of a government or a recognized corporate hospital;

OR

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

OR

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

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

Upper age limit: 40 Years

3. **Junior Superintendent: 02 Posts (1-SC, 1-EWS)**

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/- as per 6th CPC or equivalent post in the relevant field.

Desirable: (i) Experience in the field of Administration, Academic, Store/Purchase, Material Management, Research Project Management, Public Relations, International Relations, Student Affairs, Educational Outreach.

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

(iii) Excellent noting and drafting skills in Hindi and English.

Pay: Pay Level: 6 (Rs. 35,400 – 1,12,400/-)

Upper age limit: 40 Years

4. **Junior Technical Superintendent: 02 Posts (1-UR,1-ST (Backlog))**

Essential Qualification and Experience: BE/B.Tech./M.Sc./MCA with 5 years' relevant experience (Labs relating to Engineering and Science Disciplines) as Junior Lab Assistant in Pay Level 3 as per 7th CPC/Grade Pay of Rs.2000/- as per 6th CPC or equivalent post in the relevant field.

Desirable Qualification:

(i) BE/B.Tech./M.Tech. in Computer Science Engineering/Civil Engineering/Electrical Engineering/Electronics and Communication/Mechanical Engineering/Metallurgical & Materials Science/Bio Sciences/ Space Science/Aerospace Engineering/Engineering Physics/Chemical Engineering

OR

(ii) M.Sc. in Physics/Chemistry/Mathematics/Bio Sciences/Astronomy/Atmospheric science/Computer Science

Desirable Experience: Experience in laboratories of reputed Engineering/Technical Institutes of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institutions including Research and Development (R & D) Institutions/ organizations.

Pay: Pay Level: 6 (Rs. 35,400 – 1,12,400/-)

Upper age limit: 40 Years

5. **Junior Assistant: 01 Post (OBC)**

Essential Qualification and Experience: Bachelor's degree with knowledge of computer operations with 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: Pay Level: 4 (Rs. 25,500-81,100/-)

Upper age limit: 35 Years

6. **Junior Lab Assistant: 01 Post (ST)**

Essential Qualification and Experience for Disciplines of Engineering: Diploma in Engineering of three years duration in the relevant field with 02 years of relevant experience. Knowledge of computer applications. B.C.A. / B.Sc. (Computer Science) in respect of Computer Science and Engineering.

Essential Qualification and Experience for Disciplines of Sciences: Bachelor's Degree in Sciences of three years duration in relevant field with two years experience.

Desirable Qualification:

(i) BE/B.Tech./M.Tech. in Computer Science Engineering/Civil Engineering/Electrical Engineering/Electronics and Communication/Mechanical Engineering/Metallurgical & Materials Science/Bio Sciences/ Space Science/Aerospace Engineering/Engineering Physics/ Chemical Engineering

OR

(ii) M.Sc. in Physics/Chemistry/Mathematics/Bio Sciences/Astronomy/Atmospheric Science/Computer Science

Desirable Experience: Experience in laboratories of reputed Engineering/Technical Institutes of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institutions including Research and Development (R & D) Institutions/ organizations.

Pay: Pay Level: 4 (Rs. 25,500-81,100/-)

Upper age limit: 35 Years

General Instructions:

1. It is **mandatory** to fill the application in the online portal. Last date and time for submission of **online** application is **November 26, 2023, till IST 05:30 p.m.** No correspondence for relaxation in this regard shall be entertained by the Institute. Delay due to internet connectivity and any other reason will also not be entertained.
2. Applicants who have not been considered earlier against the previous advertisements need to apply afresh.
3. (i) **Application Fee:** Applicant must pay following non-refundable application fee using net-banking or other online mode 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 applicant	NIL
OBC-NCL & EWS	₹300/-
Others	₹500/-

(ii) Fee once paid will not be refunded or re-adjusted under any circumstances.

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. Institute strives to have a workforce which reflects gender balance. All candidates of all genders and 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. The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his / her service. In case, it is detected that the documents submitted by the candidate are fake/ forged or the candidate has a 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.
11. Certificate(s) in support of experience(s) should be in proper format. It should be on the 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 Authorized Signatory/Administrative Authority/ Owner/Proprietor of the organization along with seal.
12. 'Relevant experience' means experience related to the area of the post advertised. The Screening cum Shortlisting Committee will determine relevancy of experience and its decision will be final and binding.
13. Schedule of written test/skill test/job suitability test/interview/ personality test, as applicable, will be communicated through e-mail to the shortlisted applicants through their registered e-mail ID. No separate letter (hard copy) will be sent for this purpose.
14. Updates/ modifications/ amendments in the advertisement and results would 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 website of the Institute frequently.
15. 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 admit card / call letter will not imply that his/her candidature has been found eligible.
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. The Institute reserves the right to decide the mode of screening and testing the applicant for shortlisting and 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.
18. 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 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 (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 of the current financial year, in accordance with instructions issued by the Government of India in this respect from time to time or the period of validity must be clearly mentioned in the certificate itself, and certificate must be valid as on the date of closing date of registration of application for this recruitment advertisement.
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 2023-24. 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, if any.
23. 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.
24. Only shortlisted applicants will be called for written test /skill test/ job suitability test/ interview/ personality test, as applicable. Short-listed candidates and selected candidate(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 conduct of tests and result of interview and reasons for not being called for interview. Candidates are advised to visit the institute website regularly for updates.
25. 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, that 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.
26. 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 selection process, as may be decided by the Institute.
27. No TA/DA shall be paid for attending any stage of the selection process.
28. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
29. **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 to be established elsewhere.**
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. The Institute reserves the right to not appoint /cancel the post advertised partially or fully without assigning any reason.
33. 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 selection process, on account of re-appropriation, resignations, retirement etc, from available candidates.
34. 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.
35. 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.
36. **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. Last date for submission of the online application is **November 26, 2023, upto IST 05:30 p.m.**
- (b) All self-attested certificates are to be uploaded in pdf file along with the online application form. Since no hard copy of the application is being called for, applicants are advised to upload all supporting documents carefully.
- (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. In case any applicant is unable to submit 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 date of submission of the online application.
- (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 form for future reference.
- (f) Candidates must contact the referees to send recommendation letters online. For this, referees will receive auto-generated email from IIT Indore on submission of online application by the candidate.
- (g) For any query or clarification, please write to recruitmentcell@iiti.ac.in or call +91(0)731-6603190 between Monday to Friday from 09:30 AM till 05:30 PM. Queries sent on other emails will not be entertained/ replied.

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Registrar