



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute Of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

RECRUITMENT CELL (Room No. MZ-113)

Advt. No. E-II/06/2009 (E)

Applications on the prescribed form are invited from the Indian Nationals for filling up the following posts on regular/contract/deputation basis:-

Sl. No.	Deptts./Centres/Sections/Units	Name of the post	No. of vacancies					Pay scale
			UR	SC	ST	OBC	Total	
01.	Administration	Registrar*	01	-	-	-	01	Rs. 16400-450-20900-500-22400 (unrevised)
02.	Administration	Institute Engineer**	01	-	-	-	01	PB-4 Rs. 37400-67000 with Grade Pay of Rs. 8700
03.	Administration	Industrial Liaison Officer (T&P)	01	-	-	-	01	PB-3 Rs. 15600-39100 with Grade Pay of Rs. 7600
04.	Administration	Assistant Registrar	-	-	01	-	01	PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400
05.	Administration	Assistant Registrar (Audit/Accounts)	-	-	-	01	01	PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400
06.	Works Organisation	Assistant Executive Engineer (Civil)	-	-	-	01	01	PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400
07.	Accounts Section	Junior Accounts Officer	01	-	01	01	03	PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4200
08.	Mathematics	Junior Technical Superintendent	-	-	01	-	01	PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4200
09.	Electrical Engineering	Junior Technical Superintendent	-	-	-	01	01	PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4200
10.	Chemistry	Junior Technical Superintendent	01	-	-	-	01	PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4200
11.	Works Organisation	Junior Engineer (Civil)	04	-	-	01	05	PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4200
12.	Works Organisation	Sanitary Inspector	-	-	-	01	01	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800

* The appointment will be either on deputation or on contract basis for a period of 5 years, which can be renewed. The applicant should not be more than 55 years of age.

** The Institute may fill-up the post either on regular or on deputation basis initially for a period of 03 years which can be extended upto a maximum of 5 years.

NOTE: The incumbent selected for the post of Registrar/Institute Engineer would be eligible for unfurnished licence-free accommodation in the Campus. For Registrar residing in the campus is mandatory. In the case of deputation, standard terms of deputation will be applicable as approved by the Government of India from time to time. If applied on deputation basis:-

- Application in the prescribed format along with the complete and upto date CR dossiers/Assessment reports of the officers for the last 5 years. Photocopies of the same duly attested by an officer not below the rank of Under Secretary or equivalent may be forwarded.
- It may be verified and certified by the Cadre Controlling Authority/HR Department that the particulars furnished by the officer are correct.
- No disciplinary/vigilance case is pending or contemplated against the officer.
- It must also be certified that honesty and integrity of the officer is of a very high order.
- No major/minor penalty has been awarded to him during the last ten years.

How to apply:

Details of the advertisement and application form are available on the Website of IIT Delhi <www.iitd.ac.in> (Please see column **Jobs@IITDelhi**, under the heading **non-academic**). The candidate fulfilling the eligibility criteria may submit their application on the prescribed Application Form along-with testimonials and latest passport size photograph to the Superintendent, Recruitment Cell, Room No. MZ-113, IIT Delhi, Hauz Khas, New Delhi – 110016. The last date for receipt of completed application form is **20-10-2009**. Please see the detailed advertisement in the "Employment News" dated **26-09-2009**.

Prescribed Minimum Qualification / Experience:

01. Registrar (Group 'A' Post)

Essential: (1) A postgraduate degree with 55% marks or its equivalent grade of 'B' in the UGC 7-point scale. (2) At least 15 years' of experience as Asstt. Professor in the AGP of Rs. 7000 and above or with 8 years' of experience in the AGP of Rs. 8000 and above including as Associate Professor along with experience in Educational Administration OR comparable experience in research establishments and / or other institutions of higher education OR 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post in the pay scale of Rs. 12000-18300 (unrevised/equivalent revised).

Desirable: (1) A postgraduate degree in Engineering with atleast 60% marks or its equivalent grade (2) A degree in Law/Management (3) Considerable experience in educational administration, financial and personnel management and capacity to lead administration in a residential institution and knowledge of computer and web-based administration (4) Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large education or R&D institution. All-round ability to co-ordinate and lead a team of officers with varied expertise.

Job Description: The Registrar of the Institute is the custodian of records, the common seal and funds of the Institute. He is the Secretary of the Board of Governors, Senate, Finance Committee and Building & Works Committee. He has the overall responsibility of the office including recruitment, purchases and accounts. He is required to provide administrative support to the Director and may be called upon to take up any other duties assigned by the Director or the Board of Governors.

02. Institute Engineer (Group 'A' Post)

Essential: Degree in Civil Engineering with experience in co-ordination & supervision of constructions and maintenance of Civil works including Public Health. The incumbent should have experience in contract management, tendering, planning, works accounts, procedures, bye-laws of local bodies, understanding of Electrical, AC, Telephone, Computer Networking, etc. working in the capacity of Superintending Engineer in Central Public Works Department (CPWD), PSU, Govt. Undertakings or in reputed corporate Houses. The duties, responsibilities and powers of the incumbent will be the same as those of the Superintending Engineer in the CPWD.

Desirable: Master's Degree in Construction Management or equivalent. Minimum relevant experience of 15 years after Undergraduate Degree in the above area.

03 **Industrial Liaison Officer (Training & Placement) – Group ‘A’ Post**

Essential: A good Master’s degree in Arts or Science or Management or a Bachelor’s degree in Engineering, Technology with a minimum of 10 years experience in teaching, research, Training of Engineering personnel, Industry or Academic Administration.

Remarks: In case of exceptional candidates with relevant experience and qualifications, the selection may be made in the higher pay band/grade pay.

04 **Assistant Registrar (Group ‘A’ Post)**

Essential: A postgraduate degree with atleast 55% marks or its equivalent grade of ‘B’ in the UGC 7 point scale alongwith a good academic record.

Minimum 3 years relevant administrative experience in supervisory capacity in a Govt. office/university/technological institution or an organization of repute which may include activities related to examinations, academics, R&D, student’ affairs, etc. in the pay scale of Rs.6500-10500 (pre-revised) / PB-2 (Rs.9300-34800) with grade pay of Rs.4200 or equivalent / above.

Desirable:

- (i) An MBA or equivalent
- (ii) Knowledge / experience of computer system for information processing and retrieval will be advantageous and given weightage for selection.

05. **Assistant Registrar (Audit / Accounts) (Group ‘A’ Post)**

A postgraduate degree with atleast 55% marks or its equivalent grade of ‘B’ in the UGC 7 point scale alongwith a good academic record.

Minimum 3 years relevant experience in Accounts of a Government Department or University / Educational or Research Institute or in a Commercial Organisation of national standing in the pay scale of Rs.6500-10500 (pre-revised) / PB-2 (Rs.9300-34800) with grade pay of Rs.4200 or equivalent / above. He/she should have a sound knowledge of Central Rules relating to Accounts/Audit, Service Conditions, Treasury and Financial Rules.

Desirable

- (i) An MBA or equivalent and / or Qualified on Subordinate Accounts Services (SAS) or equivalent.
- (ii) Knowledge / experience of computer system for information processing and retrieval will be advantageous and given weightage for selection. Preference will be given to a candidate having good working knowledge in Accounts and Finance of a recognised University / Educational Institution, well conversant with budget, accounts rules, regulations relating to expenditure and cost of production of article manufactured in workshops.

06. **Assistant Executive Engineer (Civil) (Group 'A' Post)**

Essential: Bachelor's Degree in Civil Engineering or equivalent preferably First Class plus three years relevant experience **OR** Diploma in Civil Engineering with 10 years relevant experience, out of which, at least 3 years should be in the immediate next lower pay scale (Rs.6500-10500) (pre-revised). The experience in both the cases should be in the field of Construction of Institutional Buildings, maintenance, designing and planning of civil works.

Desirable: Preference will be given to the candidates who have worked for at least 2 years as Senior Assistant Engineer in the pay scale of Rs 7,500 - 12,000 (pre-revised) or 3 years as Assistant Engineer in the pay scale of Rs 6,500 - 10,500 (pre-revised) . Candidate should have good knowledge of preparation of estimates, tender documents, award of work for construction of multistoried buildings, maintenance of residential / institutional campuses as per CPWD/PWD norms and other associated issues related with Buildings and Construction and good experience to monitor the quality of work and time schedules. Candidate should also have proficiency in computer applications such as MS Office, etc.

07. **Junior Accounts Officer**

M. Com + knowledge of accounting software.

Desirable:

- (1) SAS/JAO exam passed from any of the Organized Accounts Deptt./Audit Deptt.
- (2) 3 years experience in Internal Audit / Audit work of Central Govt. / Autonomous body **OR** working experience with educational/ research Institute.
- (3) Sound knowledge of preparation of bank reconciliation statements & final accounts.
- (4) Experience in computerized accounting environment.

08. **Junior Technical Superintendent (Department of Mathematics)**

Essential: M. Sc. / B. Tech. / BE. In appropriate field **OR** B. Sc. With 2 years relevant experience of **OR** MCA with one year experience. Knowledge of computer applications.

Desirable: 1 Knowledge of hardware, server installations etc.

09. **Junior Technical Superintendent (department of Electrical Engineering)**

Essential: M. Sc. / B. Tech. / BE. In appropriate field **OR** B. Sc. With 2 years relevant experience of **OR** MCA with one year experience. Knowledge of computer applications.

Desirable: 1. Degree in Electrical / Electronics / Computers / Instrumentation;
2. Experience in maintenance of PCs.

10. **Junior Technical superintendent (Department of Chemistry)**

Essential: M. Sc. in appropriate field / B. Tech. / B.E. **OR** B. Sc. With 2 years relevant experience of **OR** MCA with one year experience. Knowledge of computer applications.

Desirable: Chemical Lab experience & handling of chemistry lab instruments.

11. **JUNIOR ENGINEER (CIVIL)**

Essential: Degree in Civil Engg. with at least one year field experience **OR** Diploma in Civil Engg. with 3 years field experience.

Desirable: Preference will be given to the candidates who have executed constructions of multistory buildings and who are conversant with preparation of estimate and execution of work as per PWD / CPWD norms and have proficiency in computer applications such as MS Office, etc.

12. **Sanitary Inspector**

Essential: 10+2 (Science stream) pass with Diploma in sanitary inspector course for a recognized institute and 3 years experience in the field in areputed organization.

GENERAL INSTRUCTIONS:-

- a) Good knowledge of Computer applications (on word processor, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- b) In addition to the pay scale as above, the posts carry the usual allowances at par with those admissible under Central Government in the corresponding scale.
- c) Maximum age is 32 years for the posts from Sl. No. 07 to 11 and 27 years for the post at Sl. No. 12. However, there is no age limit for Group 'A' posts from Sl. No. 01 to 06 and will be decided at the time of shortlisting. Age is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates if the post is reserved for these categories.
- d) Maximum age-limit for appointment by transfer on deputation (including short-term contract) and transfer shall not exceed 56 years as on the closing date for receipt of applications (in the case of Registrar, shall not exceed 55 years).
- e) DD/IPO of Rs. 100/- (Rupees one hundred only) for Group 'A' post (i.e. for post from Sl. No. 01 to 06) and DD/IPO of Rs. 50/- for posts from Sl. No. 07 to 12 should be enclosed (drawn in favour of Registrar, IIT Delhi payable at New Delhi).
- f) Separate application form should be submitted for each post either in the same **OR** in different Deptts. / Centres. Persons serving in Govt. Deptts., Autonomous organizations, Corporations, Boards etc. should apply through proper channel.

- g) The reservation and the percentage thereof, for Physically Handicapped / Ex-servicemen will be as per current Central Govt. Orders. The candidates applying against reserved posts are required to attach the attested copies of relevant certificate issued from the concerned Competent Authority in the proforma as prescribed by the Govt. of India. The Institute follows the Central List in the case of OBCs.
- h) The relaxation & concessions to the candidates applying for the reserved category posts exist as per Govt. of India Rules.
- i) Mere fulfillment of qualifications and experience requirements does not entitle candidate to be called for test / or Interview. The Institute also reserves the right or rejecting any or all the applications without assigning any reason(s) therefore.
- j) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
- k) The Institute may conduct Written and / or Practical Tests for all the above posts and only those candidates who qualify the said tests will be called for interview.
- l) Outstation candidates called for interview will be paid 2nd Class Railway Fare through Demand Draft (to be sent later) from the place of duty/residence to Delhi and back by the shortest route.
- m) The application form without the attested copies of all relevant certificates (both experience and professional) will be rejected.
- n) The age of superannuation for all the posts including Registrar is 60 years.
- o) The candidates fulfilling the above eligibility criteria may submit their application on the prescribed Application Form along with testimonials; prescribed fee; and latest passport size photograph to Superintendent (Recruitment Cell, Room No. MZ-113), IIT Delhi, Hauz Khas, New Delhi – 110016. The prescribed application form can be obtained from the Recruitment Cell either in person or by sending a self addressed stamped (Rs. 10/-) envelope of 28 x12 cms and outer cover of request should be superscribed "Request for Application Form – Advertisement No. E-II/06/2009 (E)". Such postal requests should reach IIT Delhi at least 10 days before the last date of receipt of application form.
- p) The prescribed application form and the details of the advertisement can also be downloaded from the Website of IIT Delhi (www.iitd.ac.in) (**please see column Jobs@IITDelhi**, under the heading **non-academic**).
- q) The last date for receipt of completed Application form is 20-10-2009.