Only ONLINE applications in the prescribed form are invited from the eligible staff members of the Institute (Internal candidates) under Limited Departmental Examination (LDE) as per Recruitment Rules, for the following Group ‘C’ posts:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post</th>
<th>Deptt./ Centre/ Section/ Unit</th>
<th>No. of vacancies</th>
<th>Pay Band/ Pay Scale/ Grade Pay</th>
<th>Matrix as per 7th CPC</th>
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<td>UR</td>
<td>SC</td>
<td>ST</td>
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<tr>
<td>01.</td>
<td>Senior Assistant</td>
<td>Administration</td>
<td>39</td>
<td>07</td>
<td>03</td>
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<tr>
<td>02.</td>
<td>Senior Assistant (Accounts)</td>
<td></td>
<td>06</td>
<td>01</td>
<td>01</td>
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<td>03.</td>
<td>Assistant Mess Manager</td>
<td>Hostel Staff</td>
<td>08</td>
<td>02</td>
<td>01</td>
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<td>04.</td>
<td>Assistant Caretaker</td>
<td></td>
<td>04</td>
<td>01</td>
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<tr>
<td>05.</td>
<td>Senior Laboratory Assistant</td>
<td>Technical Cadre posts for Deptts./ Centres</td>
<td>13</td>
<td>02</td>
<td>01</td>
</tr>
<tr>
<td>06.</td>
<td>Senior Mechanic</td>
<td>Works Organisation</td>
<td>04</td>
<td>01</td>
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<td>07.</td>
<td>Junior Mechanic</td>
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<td>08.</td>
<td>Junior Assistant (Accounts)</td>
<td>Administration</td>
<td>02</td>
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<td>09.</td>
<td>Junior Assistant</td>
<td></td>
<td>08</td>
<td>01</td>
<td>01</td>
</tr>
</tbody>
</table>

Prescribed Minimum Qualification / Experience:

01. Senior Assistant

Open to Jr. Asstt. who have rendered at least 06 years of regular clean service in Grade Pay Rs. 2000/- or (erstwhile) Group ‘D’ employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant in the Grade Pay of Rs. 2000/- in IIT Delhi.
02. **Senior Assistant (Accounts)**

Open to Jr. Assistant (Accounts) who have rendered at least 06 years of regular clean service in Grade Pay of Rs. 2000/- or (erstwhile) Group ‘D’ employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant in the Grade Pay of Rs. 2000/- in IIT Delhi.

03. **Assistant Mess Manager**

Open to Junior Assistant (of Catering areas) who have rendered at least 06 years of regular clean service in Grade Pay Rs. 2000/- or (erstwhile) Group ‘D’ employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant (of Catering areas) in the Grade Pay of Rs. 2000/- in IIT Delhi.

04. **Assistant Caretaker**

Open to Junior Assistant (Caretaker) who have rendered at least 06 years of regular clean service in Grade Pay Rs. 2000/- or (erstwhile) Group ‘D’ employee/ MTS with 08 years of regular clean service out of which at least 05 years as Jr. Assistant (Caretaker) in the Grade Pay of Rs. 2000/- in IIT Delhi.

05. **Senior Laboratory Assistant (for Deptts./ Centres/ Schools etc.)**

Open to the JLA/ Jr. Mech. who have rendered at least 06 years of regular clean service in PB-1, Grade Pay- Rs.2000/- in IIT Delhi. The following is the essential Educational Qualification/ Experience for this post:

Three years Diploma in Engineering/ Applied Science or equivalent in appropriate field (after 10+2) OR ITI (02 years) after Secondary Examination.

06. **Senior Mechanic (for Works Organisations)**

Open to the Jr. Mechanic who have rendered at least 06 years of regular clean service in PB-1, Grade Pay- Rs. 2000/-.

07. **Junior Mechanic (for Works Organisations)**

Open to existing (erstwhile) Group ‘D’ employees of IIT Delhi with at least 06 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary /ITI of two years duration after Secondary School) from a recognized Board. The following is the essential Educational Qualification/ Experience for this post:

Bachelor’s Degree in Engineering in appropriate field, B.Tech./B.E in Computer/I.T or in appropriate field from the recognized University/Institute plus 01 year relevant experience.

OR

Three years Diploma (after 10+2) in Electronic / Electrical / Electronics & Communications / Mechanical / Chemical / Applied Mech. / Civil Engg. / Textile Technology / Computer / I.T. / Information Communication Technology / Heating Voltage Air-Conditioning Engineering or B.Sc in Chemistry / Bio-Technology / Polymer Science / Textile chemistry from the recognized University/Institute plus 03 years relevant experience.
08. Junior Assistant (Accounts)

From existing (erstwhile) Group ‘D’ employees/ MTS of IIT Delhi with at least 08 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary / ITI of two years duration after Secondary School) from a recognized Board. The following is the essential Educational Qualification/ Experience for this post:

1. B.Com or equivalent qualification from recognized university.
2. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.
3. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:
1. One year relevant experience in Finance / Accounts.
2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

09. Junior Assistant

Open to existing (erstwhile) Group ‘D’ employees of IIT Delhi with at least 08 years regular clean service subject to fulfillment of minimum educational qualification of 10+2 (Sr. Secondary / ITI of two years duration after Secondary School) from a recognized Board. The following is the essential Educational Qualification/ Experience for this post:

1. Bachelors’ Degree in any discipline from recognized university.
2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
3. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

Desirable:
One year relevant experience.

GENERAL INSTRUCTIONS:-

1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post.
2) Good knowledge of Computer applications (on word processor, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
3) In addition to the Pay Band/ Grade Pay/ Matrix as per 7th CPC as above, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Scale/ Matrix.
4) The criteria for selection will be as under:

**Step I:**
**Written Test** : 70 marks

**Step II:**
**Trade Test / Computer Test** : 30 marks

**Total** : 100 marks

The minimum qualifying marks for Written & Trade/ Computer Test in general will be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI’s rules). Only the candidates who will qualify the Written Test (step I) will be called for Step II (Trade Test / Computer Test) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

5) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test / Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the Written Test / Trade Test / Computer Test. Further, IIT Delhi also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.

6) In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

7) The age of superannuation for all the posts is 60 years.

8) (a) The candidates are required to apply **ONLINE** only from **25.04.2018 to 15.05.2018** upto **04:00 p.m.**

(b) For submission of application through ONLINE, to logon to

https://ecampus.iitd.ac.in/IITDSR-0/login

or alternatively

click on Jobs@IITD section of IIT Delhi Portal

Go to Non Academic Staff -> Group B & C Positions -> Click on Apply Now

First the user is expected to do a registration using any of their email id. Upon registration system will send a OTP to the registered email id. Enter the OTP in the link provided with that the user can enter the system for applying for various positions.

(c) Incomplete application will be summarily rejected.