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 'A', 'B' & 'C' posts. The internal regular employees who have already applied in the Advertisement No. E-II/15/2018 (Internal) & No. E-II/16/2018 (Internal) for Group 'A' & 'B' posts (i.e. Sl. No. 01 to 08) may not apply again:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post</th>
<th>Group</th>
<th>Deptt./ Centre/ Section/ Unit</th>
<th>No. of vacancies</th>
<th>Pay Band/ Pay Scale/ Grade Pay as per 6th CPC</th>
<th>Matrix as per 7th CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Technical Officer</td>
<td>A</td>
<td>Technical Cadre posts for Deptts./ Centres</td>
<td>07 01 01 09</td>
<td>PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/-</td>
<td>Level 10 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>02.</td>
<td>Assistant Registrar</td>
<td>A</td>
<td>Administration</td>
<td>01 - - 01</td>
<td>PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/-</td>
<td>Level 10 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>03.</td>
<td>Technical Superintendent</td>
<td>B</td>
<td>Technical Cadre posts for Deptts./ Centres</td>
<td>22 04 02 28</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/-</td>
<td>Level 8 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>04.</td>
<td>Assistant Engineer</td>
<td>B</td>
<td>Estate &amp; Works (Technical)</td>
<td>05 01 - 06</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/-</td>
<td>Level 8 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>05.</td>
<td>Superintendent</td>
<td>B</td>
<td>Administration</td>
<td>13 03 02 18</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/-</td>
<td>Level 8 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>06.</td>
<td>Accounts Officer</td>
<td>B</td>
<td>Accounts</td>
<td>04 01 - 05</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/-</td>
<td>Level 8 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>07.</td>
<td>Assistant Library Information Officer</td>
<td>B</td>
<td>Library</td>
<td>01 - - 01</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/-</td>
<td>Level 8 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>08.</td>
<td>Deputy Sports Officer</td>
<td>B</td>
<td>Physical Education/ Sports</td>
<td>01 - - 01</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/-</td>
<td>Level 8 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>09.</td>
<td>Junior Technical Superintendent</td>
<td>B</td>
<td>Technical Cadre posts for Deptts./ Centres</td>
<td>19 03 02 24</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>10.</td>
<td>Junior Superintendent</td>
<td>B</td>
<td>Administration</td>
<td>12 02 01 15</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>11.</td>
<td>Junior Accounts Officer</td>
<td>B</td>
<td>Accounts</td>
<td>03 01 - 04</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>12.</td>
<td>Senior Library Information Assistant</td>
<td>B</td>
<td>Library</td>
<td>01 - - 01</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
</tbody>
</table>

Cont...2
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post</th>
<th>Group</th>
<th>Deptt./ Centre/ Section/ Unit</th>
<th>No. of vacancies</th>
<th>Pay Band/ Pay Scale/ Grade Pay as per 6th CPC</th>
<th>Matrix as per 7th CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Assistant Security Officer</td>
<td>B</td>
<td>Security</td>
<td>02  -  -</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>14.</td>
<td>Assistant Sports Officer</td>
<td>B</td>
<td>Physical Education/ Sports</td>
<td>01  -  -</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>15.</td>
<td>Mess Manager</td>
<td>B</td>
<td>Hostels</td>
<td>02  01  -</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>16.</td>
<td>Caretaker</td>
<td>B</td>
<td></td>
<td>01  -  -</td>
<td>PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-</td>
<td>Level 6 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>17.</td>
<td>Senior Assistant</td>
<td>C</td>
<td></td>
<td>30  08  04  42</td>
<td>PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-</td>
<td>Level 5 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>18.</td>
<td>Senior Assistant (Accounts)</td>
<td>C</td>
<td>Administration</td>
<td>06  01  01  08</td>
<td>PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-</td>
<td>Level 5 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>19.</td>
<td>Junior Assistant (Accounts)</td>
<td>C</td>
<td></td>
<td>02  -  -</td>
<td>PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-</td>
<td>Level 3 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td>20.</td>
<td>Junior Assistant</td>
<td>C</td>
<td></td>
<td>07  01  01  09</td>
<td>PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-</td>
<td>Level 3 of Pay Matrix as per 7th CPC</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>140 27 14 181</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prescribed Minimum Qualification / Experience:

**01. Technical Officer**

Open to the regular employees of IIT Delhi having Bachelor’s degree in Science/ Computer Science OR Three years Diploma in Engineering (after 10+2) and who have rendered at least 06 years of regular clean service in PB-2, Grade Pay of Rs. 4600/4800 (Level 7/ Level 8 of Pay Matrix as per 7th CPC) in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.
02. **Assistant Registrar**

Open to the regular employees of IIT Delhi having Bachelor’s degree and who have rendered at least 05 years of regular clean service in PB-2, Grade Pay of Rs. 4600/4800 (Level 7/ Level 8 of Pay Matrix as per 7th CPC) in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

03. **Technical Superintendent**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-2, Grade Pay of Rs. 4200/- (Level 6 of Pay Matrix as per 7th CPC) & above in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

04. **Assistant Engineer**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-2, Grade Pay of Rs. 4200/- (Level 6 of Pay Matrix as per 7th CPC) & above in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

05. **Superintendent**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-2, Grade Pay of Rs. 4200/- (Level 6 of Pay Matrix as per 7th CPC) & above in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

06. **Accounts Officer**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-2, Grade Pay of Rs. 4200/- (Level 6 of Pay Matrix as per 7th CPC) & above in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

07. **Assistant Library Information Officer**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-2, Grade Pay of Rs. 4200/- (Level 6 of Pay Matrix as per 7th CPC) & above in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.
08. **Deputy Sports Officer**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-2, Grade Pay of Rs. 4200/- (Level 6 of Pay Matrix as per 7th CPC) & above in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

09. **Junior Technical Superintendent**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay of Rs. 2400/2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) in IIT Delhi. The following is the essential Educational Qualification for this post:

1. Bachelor’s Degree in Science or B.E/ B.Tech or equivalent in appropriate field from a recognized University/ Institute.

   OR

   Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) from a recognized University/ Institute.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

10. **Junior Superintendent**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay of Rs. 2400/ 2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) in IIT Delhi. The following is the essential Educational Qualification for this post:

1. Bachelor’s Degree in any discipline from recognized University/ Institute.

2. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

11. **Junior Accounts Officer**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay of Rs. 2400/ 2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) in IIT Delhi. The following is the essential Educational Qualification for this post:

1. B.Com. or equivalent qualification from recognized University/ Institute.

2. Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS.

3. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.
12. **Senior Library Information Assistant**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay- Rs. 2400/ 2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) in IIT Delhi. The following is the essential Educational Qualification for this post:

1. M.Lib.Sc. / MLISc or equivalent from recognized University/Institute.

OR

2. Master’s Degree in Arts / Science / Commerce or any other discipline with and also B.Lib.Sc. / BLISc from recognized University/Institute.

3. Post Graduate Diploma / Certificate Course in Computer Application/ Library Automation from a recognized Institute with minimum of 06 months duration.

4. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

13. **Assistant Security Officer**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay of Rs. 2400/ 2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) in IIT Delhi. The following is the essential Educational Qualification for this post:

1. Graduate in any discipline from a recognized University/ Institute.

2. Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid.

3. Be able to ride light vehicle/ motor cycle and handle fire arms + having sound health and active habits, conducting enquires & investigation and managing contacts.

4. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

14. **Assistant Sports Officer**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay of Rs. 2400/ 2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) in IIT Delhi. The following is the essential Educational Qualification for this post:

1. Graduate with Bachelor in Physical Education (B.P. Ed.) or its equivalent from a recognized University/Institute.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.
15. **Mess Manager**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay of Rs. 2400/ 2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) in IIT Delhi. The following is the essential Educational Qualification for this post:

1. Degree in Hotel Management or equivalent from a recognized University/ Institute.
2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

16. **Caretaker**

Open to the regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in PB-1, Grade Pay of Rs. 2400/ 2800 (Level 4/ Level 5 of Pay Matrix as per 7th CPC) at IIT Delhi. The following is the essential Educational Qualification for this post:

1. Degree in Hotel Management or equivalent from a recognized University / Institute.
2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

17. **Senior Assistant**

Open to regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in Grade Pay Rs. 2000/- (Level 3 of Pay Matrix as per 7th CPC) in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

18. **Senior Assistant (Accounts)**

Open to regular employees of IIT Delhi who have rendered at least 06 years of regular clean service in Grade Pay of Rs. 2000/- (Level 3 of Pay Matrix as per 7th CPC) in IIT Delhi.

Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

19. **Junior Assistant (Accounts)**

Open to regular Group ‘D’ employees/ MTS of IIT Delhi with at least 08 years regular clean service in IIT Delhi. The following is the essential Educational Qualification 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.

Cont...
20. Junior Assistant

Open to regular Group ‘D’ employees/ MTS of IIT Delhi with at least 08 years regular clean service in IIT Delhi. The following is the essential Educational Qualification 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.

GENERAL INSTRUCTIONS:–

1) Candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying.

2) This advertisement is meant only for regular employees of the Institute (through Establishment-2 Section).

3) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.

4) (a) The criteria for selection for Group ‘A’ posts will be as under:

**Technical staff**

<table>
<thead>
<tr>
<th>Step</th>
<th>Test Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Written Test</td>
<td>50</td>
</tr>
<tr>
<td>II</td>
<td>Trade Test / Computer Test</td>
<td>20</td>
</tr>
<tr>
<td>III</td>
<td>Presentation</td>
<td>10</td>
</tr>
<tr>
<td>IV</td>
<td>Interview</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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**Administration staff**

Step I:
- Written Test : 50 marks
Step II:
- Computer/ Other Test : 20 marks
Step III:
- Presentation : 10 marks
Step IV:
- Interview : 20 marks

Total : 100 marks

The minimum qualifying marks for Written & Trade Test/ Computer Test will in general be 60% (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI’s rules). Only the candidates who will qualify the Step I & II (Written & Trade/ Computer Test) will be called for Step III & IV (Presentation & Interview) 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).

(b) The criteria for selection for Group ‘B’ & ‘C’ posts 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 Step I (Written Test) 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) 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 **15.11.2018 to 30.11.2018 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’ 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.