



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग, रूपनगर, पंजाब-140001 / Nangal Road, Rupnagar, Punjab-140001

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ADVT. NO. 67/2016

Applications are invited from the eligible candidates for the following non-faculty posts on Direct Recruitment / Deputation / Contract basis in the Pay Band and Grade Pay indicated against each:-

| Code No. | Name of post | Pay Band & Grade Pay | No. of Posts / Category | Group | Requisite qualifications / experience(s) |
|----------|-----------------------|---|-------------------------|-------|--|
| 1 | Deputy Registrar* | PB-3 (Rs. 15600-39100) GP-Rs. 7600/- | 01-UR | 'A' | <p>Qualification(s): A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade. At least 5 years of experience as Assistant Registrar or equivalent in Administration / Finance / Accounts / Establishment / Academic in Scientific organization / University / Technological Institutions.</p> <p>Experience/exposure to computer based administrative functioning will be given preference. The post may also be filled up by transfer on deputation basis (Maximum 3 years) from suitable officers of various central/state govt. departments/institutions in event of non-availability of candidates for direct recruitment.</p> <p>Desirable: Experience of working in analogous posts and working in IIT system.</p> |
| 2 | Assistant Registrar* | PB-3 (Rs. 15600-39100) GP-Rs. 5400/- | 01-UR | 'A' | <p>Qualification(s): A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade. At least 5 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 Stores & Purchase / Establishment / Academic in the pay scale of Rs. 6500-10500 (pre-revised)/PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent. For candidates with an MBA after post graduation, the minimum experience requirement can be reduced to 3 years.</p> <p>Desirable:</p> <ol style="list-style-type: none">An MBA or equivalentKnowledge/experience of computer system for information processing and retrieval will be advantageous and given weightage for selection |
| 3 | Junior Superintendent | PB-2 (Rs.9300-34800) GP-Rs.4200/- | 02-UR, 01-OBC | 'B' | <p>Qualification(s) i) Bachelor's Degree in any discipline from recognized university with 04 years experience as Senior Assistant or equivalent in the Grade Pay of Rs.2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>OR</p> <p>Master's Degree in any discipline from recognized university with 01 year experience as Personal Secretary / Assistant of Senior level officer(s) in the Grade Pay of Rs.2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>ii) Proficiency in the use of a variety of computer office applications M.S. Word, Excel, Power-point or equivalent is a must.</p> <p>Age Limit: 32 years</p> |
| 4 | Junior Accountant | PB-1 Rs. 5200-20200 + GP Rs. 2400/- | 01-UR, 01-OBC | 'C' | <p>Qualification(s): B.Com + 2 years relevant experience + knowledge of accounting software.</p> <p>Age Limit: 27 years</p> |
| 5 | Steno | PB-1 Rs. 5200-20200 + GP Rs. 2400/- | 02-UR | 'C' | <p>Qualification(s): Bachelor's degree with a minimum speed of 80 wpm stenography and 30 wpm typing. Knowledge of computer office applications with 2 years experience as steno.</p> <p>Age Limit: 27 years</p> |

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|---|----------------------|--|---|-----|--|
| 6 | Junior Assistant | PB-1 Rs. 5200-20200 + GP Rs. 2000/- | 01-UR, 01-SC | ‘C’ | <p>Qualification(s): Bachelors Degree with knowledge of computer office applications.</p> <p>Desirable: Minimum one year experience of working on computers on MS office (Word, Excel, Access, Power Point), HTML, etc.</p> <p>Age Limit: 27 years</p> |
| 7 | Junior Lab Assistant | PB-1 Rs. 5200-20200 + GP Rs. 2000/- | 03-UR, 02-OBC, 1-ST, 01- PWD (OH) | ‘C’ | <p>Qualification(s):</p> <p>1. Department of Physics: Educational Qualification: Diploma in Mechanical Engg / Electrical Engg / Electronics Engg / Instrumentation OR BSc with both Physics and Mathematics. Experience: Proven record of handling lab instruments in the BTech or MSc(Physics) teaching labs</p> <p>2. School of Mechanical, Materials & Energy Engineering Essential: 1. Diploma in relevant Engineering discipline of 3 years duration from a recognized Polytechnic / Institute. A. 2 years working experience in relevant discipline. B. Knowledge of computer office applications. OR 2. ITI in relevant Engineering discipline from a recognized Institute. A. 5 years working experience in relevant discipline. B. Knowledge of computer office applications.</p> <p>3. Department of Electrical Engineering ITI in related trades with a minimum experience of 05 years OR Diploma in EE/ECE or relevant area with minimum of 03 years experience OR Any Bachelor Degree with a minimum of 03 years of laboratory / technical experience in a relevant department of an Indian Institute of Technology Suitable age relaxation for applicants with past experience in Indian Institute of Technology</p> <p>4. Department of Computer Science & Engineering Qualification(s): Three years diploma (in CSE or IT) or B. Sc. (CS/IT) or BE/B. Tech. (CS/IT) or BCA or MCA Desirable: Experience in managing instructional labs in CSE</p> <p>5. Department of Chemistry Educational Qualifications: Bachelor's Degree with major in Chemistry Desirable: (1) Good academic record throughout (2) Experience of working in Chemistry laboratory / Chemistry instrumentation lab in academic institute. Age Limit: 27 years</p> |

* The candidates who have already applied for the post of Deputy Registrar against Advt. No. 34/2013 and for the post of Assistant Registrar against the Advt. No. 04/2011 and 34/2013 need not apply again. However, they may update their CV by sending their documents related to their additional qualification / experience acquired, if any. Retired Officers from IITs/NITs/CFTIs can be considered for contractual appointment for the posts of Deputy Registrar / Assistant Registrar.

GENERAL INSTRUCTIONS:

1. The candidate must be a citizen of India.
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. Maximum age as on date of publication is indicated against each post. Age is further relaxable by 5 years for SC/ST candidates and 03 years for OBC candidates, only if the post is reserved for these categories. There is no age limit for the posts at Sr. No.1-2. Upper age limit shall be relaxable by 10 years for persons with disabilities (15 years for SCs/STs and 13 years for OBCs) in case of Group ‘C’ posts as per GoI guidelines.

4. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings / Autonomous Bodies must send their applications "Through Proper Channel". The applications received without the recommendations of the employer will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
5. ***For employees of IITs who are educationally qualified can be considered for direct recruitment across the whole IIT System upto a maximum of 50 years of age.***
6. The Selected Candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22nd December, 2003.
7. Candidates should send the Demand Draft of Rs.100/- for the posts from Sr.No.1 to 3 and Rs.50/- for the post from Sr. No. 5 to 7 as application fee in favour of the ***Registrar, IIT Ropar, payable at Ropar, Punjab***. No fee is required for SC/ST/PwD and women candidates.
8. Separate application along with application fee and requisite documents should be submitted on prescribed application form for each post applied for.
9. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995.
10. The institute follows the reservation norms as per GoI rules for SC/ST/OBC/PwDs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Ropar. Candidates seeking reservation benefits available for SC/ST/OBC/PwDs must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application.
11. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
12. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
13. No correspondence whatsoever will be entertained from candidates regarding conduct/result of interview and reasons for not being called for interview.
14. The Institute may conduct Written and/or Practical Test for any/all the above posts and only those candidates who qualify the said test(s) may be called for interview.
15. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IIT Ropar to conduct test and/or interview of all the candidates, IIT Ropar may restrict the number of candidates to be called for written test/skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The institute may relax the eligibility criteria for candidates working in IIT System.
16. Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.
17. The qualification prescribed should have been obtained from recognized Universities/Institutions.
18. Outstation candidates called for test/interview will be paid Railway fare (2nd AC) for the posts mentioned at Sr. No. 1-2 and 2nd Sleeper Class for the posts mentioned at Sr. No. 3-7 respectively through Demand Draft (to be sent later) from the place of duty/residence to Rupnagar/Place of Test/Interview and back by the shortest route.
19. **Applications received through E-mail / incomplete / not on prescribed format / without application fee / without self attested copies of relevant documents (Both Qualification & Experience) will not be entertained/accepted.**

20. canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated.
21. Prescribed application form may be obtained from IIT Ropar website (<http://www.iitrpr.ac.in/staff-positions>).
22. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Deputy Registrar on or before **17.05.2016 (5.00 PM)** at the address given below. IIT Ropar shall not be responsible for postal delays, if any. The envelope should be superscribed as "**Application for the post of**" Applications received after the due date shall not be considered.

The Deputy Registrar (Establishment)
Recruitment Cell
Room No. 125
Indian Institute of Technology Ropar
Nangal Road, Rupnagar – 140001 (Punjab)

REGISTRAR