भारतीय प्रौद्योगिकी संस्थान भिलाई
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Indian Institute of Technology Bhilai
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No. IITBhilai/Rectt./NF/2020/01   Date: 10.01.2020

ADMINISTRATIVE AND TECHNICAL VACANCIES

Indian Institute of Technology Bhilai is an institute of national importance declared as such under the "Institutes of Technology Act, 1961" and the "Institutes of Technology (Amendment) Act, 2016" to provide for education and research in various branches of engineering, technology, science and arts. The institute invites online applications from suitable Indian Nationals for appointment to the following Non-Teaching (Administrative and Technical) posts on direct recruitment basis with the qualification and experience indicated below.

ADMINISTRATIVE POSTS						
Sr. No	Name of the Post	Group	Level and Entry pay	No of vacancies	Category	Upper Age Limit
1	Deputy Registrar	A	L12 with 78,800/-	1	UR	45
2	Assistant Registrar	A	L10 with 56,100/-	1	UR	40
3	Superintendent	B	L7 with 44,900/-	1	UR	35
4	Junior Superintendent	B	L6 with 35,400/-	3	2- UR, 1- SC	35
5	Assistant	C	L4 with 25,500/-	25	11-UR, 7- OBC 3- SC, 2-ST, 2-EWS	32
6	Junior Assistant	C	L3 with 21,700/-	2	UR	30
TECHNICAL POSTS						
7	Assistant Executive Engineer	A	L10 with 56,100/-	2	1- UR, 1-OBC	40
8	Senior Computer Engineer	A	L10 with 56,100/-	1	UR	40
9	Superintendent (Technical)	B	L7 with 44,900/-	1	UR	35
10	Junior Superintendent (Technical)	B	L6 with 35,400/-	3	2- UR, 1- SC	35
11	Assistant (Technical)	C	L4 with 25,500/-	4	3-UR, 1-OBC	32
12	Staff Nurse	B	L6 with 35,400/-	2	UR	35

Mode of recruitment: The mode of recruitment for all posts is Direct Recruitment. However, an initial appointment will be made on contract for a period of five years or attainment of age of superannuation, whichever is earlier. The position may be confirmed on completion of five years or later after internal review on performance.

The units for the initial posting are mentioned in the details below. However, the employees may be transferred to other units by the institute subsequently.

1. Deputy Registrar

Essential:

i) A Master's Degree with at least 55% marks, or its equivalent grade of 'B' in the UGC seven-point scale,

ii) 5 years of relevant administrative experience as Assistant Registrar, OR at a post in Pay Level 10 of 7th CPC or Grade Pay of Rs.5400/- in the Pay Band-3 of 6th CPC or equivalent pay scale,

<div align="center">OR</div>

Nine years of relevant experience as Assistant Professor in the Pay Level 10 of 7th CPC or AGP of Rs. 6000/- and above in Pay Band-3 of 6th CPC, with relevant experience in educational administration,

<div align="center">OR</div>

Comparable relevant experience in a research establishment and/or other institutions of higher education.

Desirable:

Candidates should have leadership qualities, should have practical experience of using relevant state-of-the-art software and experience in one or more of the following areas.

Accounting, Auditing and Financial Procedures,

<div align="center">OR</div>

Administrative matters including legal, recruitment, establishment,

<div align="center">OR</div>

Academic matters, maintenance of student records etc.

<div align="center">OR</div>

Materials management, Procurement of materials, import procedures, stores, stock verification etc.

Job Responsibilities:

Overall responsibility, supervision & monitoring of the Section/ Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time

Initial posting: Academics/Faculty Affairs.

2. Assistant Registrar

Essential:

i) Master's degree with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale from a recognized University /Institute.

ii) Minimum of eight years of relevant experience.

Desirable:

i) At least five years of the total relevant experience should be in a supervisory/ superintendent capacity in Pay Level -7 of 7th CPC or Grade Pay of Rs 4600/- in the PB-2 of 6th CPC or equivalent pay scale in a Government, Semi-Government organization, recognized university, technological institution of national standing.

ii) Qualification in area of Management / Engineering / Law
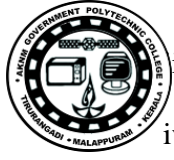
ii) Experience in handling computerized administration/ legal/ Store and purchase/ financial/ establishment matters

iv) A Chartered or Cost Accountant degree or diploma.

v) Computer literacy and ability to work independently will be preferred.

Job Responsibilities:

i) Over all responsibility/supervision and monitoring of the Section/ Unit concerned,

ii) Implementation and follow-up action on the policy matters of the Institute and

iii) As may be assigned by the authorities of the Institute from time to time

Initial posting: Administration/ R&D.

3. Superintendent

Essential:

i) Master's degree with relevant experience of Five years in a Government, Semi-Government organization, recognized university, technological institution of national standing in the Pay Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale

OR

ii) Bachelor's degree with relevant experience of Eleven years, out of which five years must be in the Pay Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale.

Desirable:

i) Relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.

Job Responsibilities:

Supervision and monitoring of the Section/Unit concerned, handling of functions related to the units, liaisoning with other units, secretarial practices with computer applications and other administrative job functions as assigned by the reporting officers.

Initial posting: Directorate

4. Junior Superintendent

Essential:

i) Master's degree with relevant experience of three years in the Pay Level 5 of 7th CPC or Grade Pay of Rs. 2800 in PB-1 of 6th CPC or equivalent pay scale

OR

ii) Bachelor's degree with relevant experience of nine years, out of which three years must be in the Pay Level 5 of 7th CPC or Grade Pay of Rs. 2800 in PB-1 of 6th CPC or equivalent pay scale.

Desirable:

i) Relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management,

intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.

Job Responsibilities:

Maintenance of records for various units, handling of functions related to the units, liaisoning with other units, secretarial practices with computer applications and other administrative job functions as assigned by the reporting officers.

Initial posting: R&D / Faculty Affairs/Stores and Purchase

5. Assistant

Essential:

i) Master's Degree from recognized university with at least 55% marks

OR

Bachelor's Degree from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant or equivalent in the Pay Level 03 of 7th CPC or Grade Pay of Rs.2000 or above in PB-1 of 6th CPC or equivalent pay scale.

Desirable:

i) Proficiency in the use of variety of computer office applications.
ii) Proficiency in English and good typing skills.
iii) Secretarial practices, Inter-office communication etc.

Job Responsibilities:

General administrative responsibilities as assigned by the unit head.

Initial posting: Directorate/Administration/Finance/Stores and Purchase/Academics/R&D/ Faculty Affairs/Student Affairs/Physics/Chemistry/Mathematics/Liberal Arts/EECS/ME

6. Junior Assistant

Essential:

Bachelor's Degree from recognized university with at least 55% marks.

Desirable:

Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications such as Word, Excel, PowerPoint etc.

Job Responsibilities:

General administrative responsibilities as assigned by the unit head.

Initial posting: Faculty Affairs/ Estate

7. Assistant Executive Engineer

Essential:

i)   B.E./ B.Tech. or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 years of relevant experience.

<div align="center">OR</div>

M.Tech. / M.E. or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 01 year of relevant experience.

Desirable:

i)   Bachelor's Degree or equivalent in Engineering (Civil/ Electrical Engineering/ Electrical and Electronics Engineering/Electronics and Communication Engineering).

ii)   Knowledge of CPWD rules, Computer–aided Design (CAD) and other relevant software.

iii)   Knowledge of project management techniques and experience on the corresponding software tools.

iv)   Proven track record of supervising projects / works in reputed organization of relevant magnitude and qualities.

v)   Experience of working with high-tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.

vi)   Proficiency in the use of a variety of computer office applications.

Job Responsibilities:

To help Project Management Unit in coordination with implementing agencies for civil construction planning, estimation and maintenance of the associated Civil, Electrical for efficient infrastructure planning.

Initial posting: Estate (EE/Civil).

8. Senior Computer Engineer

Essential:

i)   B.Tech./ B.E. in Computer Science and Engineering or in IT or in ECE or Master degree in Computer Application with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Pay Level 7 of 7th CPC or Grade Pay of Rs.4600 in PB-2 of 6th CPC or equivalent pay scale OR one year should be at Pay Level 8 of 7th CPC or Grade Pay of Rs.4800 in PB-2 of 6th CPC or equivalent pay scale.

<div align="center">OR</div>

M.Tech. / M.E. in Computer Science and Engineering or in IT or in ECE with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Pay Level 7 of 7th CPC or Grade Pay of Rs.4600 in PB-2 of 6th CPC or equivalent pay scale.

Desirable:

i)   Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc.

ii)   Knowledge of database engines and programming using MySQL, Postgres, Enterprise DB, MSSQL server etc.

ii) Maintenance of servers such as LDAP, Apache, Tomcat, Mail, DHCP etc.

iv) Knowledge of cloud and data-center management.

v) Knowledge of Linux system administration

vi) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc.

vii) Knowledge of Windows based system administration.

viii) Quick learner and demonstrated abilities to pick up new technologies.

Job Responsibilities:

Information Technology Infrastructure Services unit of the Institute is responsible for overall IT infrastructure and services for the institute. Incumbent shall be responsible for managing such services, including providing support to other units for data handling and software systems.

Initial posting: ITIS.

9. Superintendent (Technical)

Essential:

i) Master Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience.

OR

Master Degree in Science/Computer Science/Computer Applications/IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three-year relevant experience in the Pay Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale.

OR

Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three-year relevant experience in the Pay Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale.

OR

Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years' of relevant experience. A minimum of three years should be in the Pay Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six year of relevant experience. A minimum of three years should be in the Pay Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale.

Desirable:

i) Knowledge of programming and computer skills.

ii) Hands-on experience on lab equipment.

Job Responsibilities:

Interfacing with students and faculty members on lab requirements and conduct of academic labs. Maintenance of lab equipment, conduct and design of experiments, safety protocol adherence and awareness, supply chain management for consumables, procurement of lab equipment and other duties as assigned by the faculty in-charge.

Initial posting: Central Instrumentation Facility**.**

10. Junior Superintendent (Technical)

Essential:

i)   Master Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.

<div align="center">OR</div>

Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.

<div align="center">OR</div>

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience.

Desirable:

i)   Knowledge of computer skills.
ii)   Hands-on experience on lab equipment as well as small repairs.
iii)   Incumbent should be a pro-active technical help and a good learner.
iv)   Knowledge of lab safety protocols.
v)   Library management.

Job Responsibilities:

Interfacing with students and faculty members on lab and library requirements and conduct of academic labs. Maintenance of equipment, conduct of experiments, safety protocol adherence and awareness and other duties as assigned by the faculty in-charge.

Initial posting: ITIS

11. Assistant (Technical)

Essential:

i)   Master Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute

<div align="center">OR</div>

Bachelor's Degree in Science or equivalent in appropriate field from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Level 03 of 7th CPC or Grade Pay of Rs.2000 or above in PB-1 of 6th CPC or equivalent pay scale.

Desirable:

i)   Knowledge of computer skills.
ii) Hands-on experience on lab equipment as well as small repairs.
iii) Incumbent should be a pro-active technical help and a good learner.
iv) Knowledge of lab safety protocols.
v)   Experience in graphical designing, DTP, network upkeep etc.
vi) Experience of Estate related functions.
vii) Proficiency in the use of a variety of computer office applications.

Job Responsibilities:

General responsibilities as assigned by the unit head.

Initial posting: Estate/ITIS

12. Staff Nurse

Essential:

i)   B.Sc in Nursing with at least 60% marks with 2 years' experience

OR

Diploma (3 years' duration) with at least 60% marks in Nursing & Midwifery with 5 years' experience

ii) Registration with Nursing Council.

Desirable:

i)   Minimum three years' experience in ICU (Intensive care unit).

Job Responsibilities:

First aid for students, maintenance of medical records, medical equipment's and pharmacy. For persons recruited for the post of Staff Nurse are expected to attend the general duties including night shift/emergency duties.

Initial posting: Medical Centre

The above posts are also identified suitable for persons with benchmark disabilities as indicated below:

Sr. No	Name of the Post	Category
1	Deputy Registrar	OA.OL.B.LV.HH
2	Assistant Registrar	OA.OL.B.LV.HH
3	Assistant Executive Engineer	OL.HH
4	Senior Computer Engineer	OA.OL
5	Superintendent	OA.OL.OAL.BL.BLOA.B.LV.HH
6	Superintendent (Technical)	OA.OL
7	Junior Superintendent (Technical)	OA.OL
8	Junior Superintendent	OL.OA.BL.HH.B.LV.OAL

9	Staff Nurse	OL	*https://mail.gptcthirurangadi.in*
10	Assistant	OA.OL.BL.OAL.B.LV.HH	
11	Junior Assistant	OA.OL.BL.OAL.B.LV.HH	

OA – One Arm; OL – One Leg, B- Blind; LV- Low Vision; HH – Hearing Impaired; BL – Both Leg; OAL-One Arm and One Leg, BL – Both Leg, BLOA, Both Leg One Arm.

Important Dates:

1. Opening date for on-line application: **10.01.2020 at 10:00 hours**
2. Last date for on-line application: **07.02.2020 by 17:00 hours** (online portal shall be closed at this time)
3. Application fee should be paid on or before **07.02.2020** through SBI-collect.
4. Last date for updating the payment details: **09.02.2020 at 10:00 Hours**. *Application without payment details shall be rejected, even if the application is filled before the last date*.
5. Applicants **need not to send any hardcopy** of the applications to the institute.
6. The **intimation of interviews or trade test shall be sent by E-mail**. The candidates are advised to configure their email accounts so as not to miss the intimation letter.

General Instructions:

1. The applicant must be a citizen of India.
2. Interested candidates can and must apply ONLY online. Any application made offline shall not be entertained.
3. Aspiring Candidates should read carefully the requisite essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Fulfillment of qualifications and experience is an essential requirement, failing which the application will be rejected. However, mere eligibility will not entitle any candidate for selection and/or shortlisting for interview/trade test etc. Age and all other qualifications (educational and experience) will be counted as on the last date of online application.
4. The period of experience rendered by a candidate on part time basis, daily wages etc. will not be counted while calculating the valid experience for short listing the candidates for interview/trade test etc. Further, the application must be relevant to the post for which the application is made.
5. The candidates satisfying the requisite qualification and experience may apply online only at the Institute web site *www.iitbhilai.ac.in*. The online application portal will be opened on **10.01.2020** at 10:00 hours for filling online applications and the last date for closing the online application interface is **07.02.2020 by 17:00 hours**. However, payment details can be updated till **09.02.2020 at 10:00 Hours.** Application without payment details shall be rejected, even if the application is filled before the last date.
6. Candidates should pay the application fee of Rs.100/- through SBI collect. Payment method and details are available on the website. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons With Disabilities (PWDs) and Women candidates are exempted from payment of application fee.
7. Persons with Disabilities (PWD)/Ex-servicemen fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.
8. The candidates who are already employed under Central/State Govt/PSU/Autonomous Bodies will have to bring and submit a No-objection Certificate (NoC) from the concerned employer at the time of interview or trade test failing which the candidate will not be allowed for interview/written test/trade test and no TA will be paid and the candidature for the said posts shall not be considered.
9. Those applying for more than one post should apply separately for each post along with payment of requisite application fee. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
10. The number of vacancies indicated in the notification is tentative. IIT Bhilai reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Bhilai also reserves the right NOT to fill any of the post advertised.
11. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of better qualification and quality of relevant experience,

shall be called for test /interview. The duly constituted screening committee will adopt its own criteria for short-listing the candidates **All the correspondence (call letter for Interview etc.) will be made through E-mail only**. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails for any updates from the Institute.

12. The Institute reserves the right to relax the specifications with respect to qualification/ experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/Academic Institutions/ Research Institutions.

13. The relaxations and concessions for SC/ ST/ OBC/ PWDs/ Ex-Servicemen will be as per current Central Govt. Orders.

14. Outstation candidates called for Written Test/ Trade Test/Computer Test/Interview for Group 'B' and 'C' posts will be paid 2nd Sleeper Class Railway Fare and for Group 'A' posts will be paid 2nd Tier AC Railway Fare from the place of duty/residence to the venue of tests and back by the shortest route subject to the applicable rule and on production of Rail Tickets/Rail Ticket PNR Numbers or any other proof of journey. All those candidates whose physical documents verification results in non-eligibility, whether due to incomplete information or due to incorrect information or any other reason whatsoever, shall be treated as "not called" even if they were issued a letter to appear for examination/interview/trade test etc. in person. Such candidates shall not be paid any TA.

15. No interim enquiry or correspondence will be entertained.

16. Canvassing in any form or any attempt to influence will lead to automatic disqualification of candidature.

Dean (Faculty Affairs)
IIT Bhilai