

Recruitment Advt. No: IITDH/Admin/Non-Faculty Recruitment/12/2018-2019

07 December 2018

IIT Dharwad is an Institute of National Importance created by an Act of Parliament in 2016. IIT Dharwad has been steadily establishing its operations in its present campus while at the same time, master plan development and construction of permanent campus infrastructure are also in progress. The Institute has admitted its third batch of students this year. Simultaneously, the Institute is employing bright young and accomplished faculty and staff members. To cater the Institute's requirement; IIT Dharwad is looking for dynamic, experienced and qualified professional who can grow in line with the Institute's exponential growth and create opportunities for growth. IIT Dharwad invites online applications from the eligible Indian Nationals for the following Non-Faculty Staff positions on direct recruitment basis:

S. No.	Name of the Post	Vacancies				Pay Level (as per 7 th CPC)
		Total	UR	OBC (NCL)	SC	
Administrative Position:						
1.	Deputy Registrar (Job Ref. No. NFR/2018/05)	2	2	--	--	Level 12 (Rs. 78,800-2,09,200)
2.	Assistant Registrar (Job Ref. No. NFR/2018/06)	1	--	1	--	Level 10 (Rs. 56,100-1,77,500)
3.	Assistant Sports Officer (Job Ref. No. NFR/2018/07)	3	3	--	--	Level 6 (Rs. 35,400- 1,12,400)
Engineering Positions:						
4.	Executive Engineer (Civil) (Job Ref. No. NFR/2018/08)	1	1	--	--	Level 11 (Rs. 67,700-2,08,700)
5.	Assistant Executive Engineer (Civil) (Job Ref. No. NFR/2018/09)	1	1	--	--	Level 10 (Rs. 56,100-1,77,500)
6.	Junior Engineer (Civil) (Job Ref. No. NFR/2018/10)	2	2	--	--	Level 6 (Rs. 35,400- 1,12,400)
7.	Junior Engineer (Electrical) (Job Ref. No. NFR/2018/11)	1	1	--	--	Level 6 (Rs. 35,400- 1,12,400)
Technical Positions:						
8.	Junior Technical Superintendent (Job Ref. No. NFR/2018/12)	3	2	1	--	Level 6 (Rs. 35,400- 1,12,400)
9.	Junior Technical Superintendent (Job Ref. No. NFR/2018/13)	3	1	1	1	Level 6 (Rs. 35,400- 1,12,400)
10.	Junior Technical Superintendent (Job Ref. No. NFR/2018/14)	2	2	--	--	Level 6 (Rs. 35,400- 1,12,400)
11.	Junior Technical Superintendent (Job Ref. No. NFR/2018/15)	1	1	--	--	Level 6 (Rs. 35,400- 1,12,400)
12.	Junior Technical Superintendent (Job Ref. No. NFR/2018/16)	1	1	--	--	Level 6 (Rs. 35,400- 1,12,400)
Library Positions:						
13.	Library Officer (Job Ref. No. NFR/2018/17)	1	1	--	--	Level 10 (Rs. 56,100-1,77,500)
14.	Junior Library Information Superintendent (Job Ref. No. NFR/2018/18)	2	2	--	--	Level 6 (Rs. 35,400- 1,12,400)

	Total Positions	24	20	3	1	
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A. The essential qualifications and experience required for the above post (s) are as under:

1.	<p><u>Deputy Registrar:</u> (Job Ref. No. NFR/2018/05)</p> <p>A. <u>Essential Qualification and Experience:</u> Master's degree in relevant discipline with minimum 55% marks or equivalent grade point average with relevant experience of at least 5 years as Assistant Registrar or in a post in PB-3 with GP of Rs. 5400 and above or equivalent in one or more of the following areas: Accounting, Auditing and Financial procedures/Administrative matters including legal, recruitment, establishment/Academic matters such as conduct of examination, maintenance of students records, award of scholarship, degree etc./Material Management, Procurement & Accounting of Material, Import Procedure, Stores Accounting, Stock Verification etc.</p> <p>B. <u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Demonstrated ability to supervise computerized administration. 2. Familiarity and knowledge with working procedures of a higher technological/educational Institution like IITs/IISERs/IISc/NITs and similar Central Government Institutions. <p>C. <u>Age Limit:</u> 50 Years</p>
2.	<p><u>Assistant Registrar:</u> (Job Ref. No. NFR/2018/06)</p> <p>A. <u>Essential Qualification and Experience:</u> Master's degree in relevant discipline with minimum 55% marks or equivalent grade point average with relevant experience of at least 5 years in Grade Pay of Rs. 4200 and above or equivalent OR 3 years in Grade Pay of Rs. 4600/4800 and above or equivalent, in one or more of the following areas: Accounting, Auditing and Financial procedures/Administrative matters including legal, recruitment, establishment/Academic matters such as conduct of examination, maintenance of students records, award of scholarship, degree etc./Material Management, Procurement & Accounting of Material, Import Procedure, Stores Accounting, Stock Verification etc.</p> <p>B. <u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Preference will be given to candidates having sound knowledge of the Central Government Rules related to Finance and Accounts including preparation of Statement of Accounts, Budget Estimates, FR & SR, GFR, Audit of Accounts. Working experience in computerized accounting system and accounting software. 2. Familiarity and knowledge with working procedures of a higher technological/educational Institution like IITs/IISERs/IISc/NITs and similar Central Government Institutions. <p>C. <u>Age Limit:</u> 45 Years</p>
3.	<p><u>Assistant Sports Officer</u> (Job Ref. No. NFR/2018/07)</p> <p>A. <u>Essential Qualification and Experience:</u> Bachelor's Degree in Physical Education with at least 55 % of marks or its equivalent CGPA grading with 5 Years relevant coaching experience for UG and PG students. For applicants with Master degree in Physical Education or equivalent, the normal duration of Master's program would be counted towards experience.</p>

	<p>B. <u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Coaching Basketball/ Badminton/ Lawn Tennis/ Cricket/ Table Tennis/ Squash/ Athletics 2. Representation at State or National Level in any of the above fields. <p>C. <u>Age Limit:</u> 40 Years</p>
4	<p><u>Executive Engineer (Civil):</u> (Job Ref. No. NFR/2018/08)</p> <p>A. <u>Essential Qualification and Experience:</u> B. Tech./BE or equivalent in Civil Engineering with at least 55 % marks or equivalent grade point average with at least 9 years of relevant experience, out of which 6 years should be in Grade Pay of Rs. 4600 and above or equivalent; OR 3 year should be in Grade Pay of Rs. 5400 and above or equivalent after the qualifying degree. Relevant experience should be from CPWD/State PWD, Centrally funded Institutions, or similar organized services/PSU, Statutory or Autonomous Organizations/Universities/reputed organization under Central/State Government or equivalent in reputed private organization. For applicants with M.Tech./ME or equivalent, the normal duration of Master's program would be counted towards experience. However, experience required in Grade Pay as above is mandatory.</p> <p>B. <u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Experience in National/International construction management, practice including CPWD practices. 2. Building Information Modelling and related Software 3. Knowledge of Auto CAD (Computer-Aided Design (CAD) and Project management software. 4. Computer literacy and experience of working with computer office applications <p><u>Age Limit:</u> 50 Years</p>
5	<p><u>Assistant Executive Engineer (Civil):</u> (Job Ref. No. NFR/2018/09)</p> <p>A. <u>Essential Qualification and Experience:</u> B. Tech./BE or equivalent in Civil Engineering with at least 55 % marks or equivalent grade point average with at least 6 years of relevant experience, out of which 3 years should be in Grade Pay of Rs. 4600 and above or equivalent; OR 1 year should be in Grade Pay of Rs. 4800 and above or equivalent after the qualifying degree. Relevant experience should be from CPWD/State PWD, Centrally funded Institutions, or similar organized services/PSU, Statutory or Autonomous Organizations/Universities/reputed organization under Central/State Government or equivalent in reputed private organization. For applicants with M.Tech./ME or equivalent, the normal duration of Master's program would be counted towards experience. However, experience required in Grade Pay as above is mandatory.</p> <p>B. <u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Experience in National/International construction management, practice including CPWD practices. 2. Building Information Modelling and related Software 3. Knowledge of Auto CAD (Computer-Aided Design (CAD) and Project management software. 4. Computer literacy and experience of working with computer office applications <p>C. <u>Age Limit:</u> 45 Years</p>
6	<p><u>Junior Engineer (Civil):</u> (Job Ref. No. NFR/2018/10)</p>

	<p>A. <u>Essential Qualification and Experience:</u> B. Tech/BE or equivalent degree in Civil Engineering with at least 55 % of marks or its equivalent CGPA grading with 01 year experience after degree. Applicants with integrated M. Tech/M.E. degree will also be eligible. OR 03 Year Diploma in Civil Engineering with at least 55 % of marks or its equivalent CGPA grading with 06 year experience after diploma.</p> <p>B. <u>Age Limit:</u> 40 Years</p>
7	<p><u>Junior Engineer (Electrical):</u> (Job Ref. No. NFR/2018/11)</p> <p>A. <u>Essential Qualification and Experience:</u> B. Tech/BE or equivalent degree in Electrical Engineering with at least 55 % of marks or its equivalent CGPA grading with 01 year experience after degree. Applicants with integrated M. Tech/M.E. degree will also be eligible. OR 03 Year Diploma in Electrical Engineering with at least 55 % of marks or its equivalent CGPA grading with 06 year experience after diploma.</p> <p>B. <u>Age Limit:</u> 40 Years</p>
8	<p><u>Junior Technical Superintendent:</u> (Job Ref. No. NFR/2018/12)</p> <p>A. <u>Essential Qualification and Experience:</u> B. Tech/BE or equivalent degree in Electrical Engineering with at least 55 % of marks or its equivalent CGPA grading with 01 year experience after degree. OR 03 Year Diploma in Electrical Engineering with at least 55 % of marks or its equivalent CGPA grading with 06 year experience after diploma. OR Bachelor Degree (other than B. Tech/BE) in Electrical Engineering with at least 55% of marks or its equivalent CGPA grading with 05 year experience after degree.</p> <p>B. <u>Age Limit:</u> 40 Years</p>
9	<p><u>Junior Technical Superintendent:</u> (Job Ref. No. NFR/2018/13)</p> <p>A. <u>Essential Qualification and Experience:</u> B. Tech/BE or equivalent degree in Mechanical Engineering with at least 55 % of marks or its equivalent CGPA grading with 01 year experience after degree. OR 03 Year Diploma in Mechanical Engineering with at least 55 % of marks or its equivalent CGPA grading with 06 year experience after diploma OR Bachelor Degree (other than B. Tech/BE) in Mechanical Engineering with at least 55% of marks or its equivalent CGPA grading with 05 year experience after degree.</p> <p>B. <u>Age Limit:</u> 40 Years</p>
10	<p><u>Junior Technical Superintendent:</u> (Job Ref. No. NFR/2018/14)</p>

	<p>A. <u>Essential Qualification and Experience:</u> B. Tech/BE or equivalent degree in Computer Science and Engineering with at least 55 % of marks or its equivalent CGPA grading with 01 year experience after degree. OR 03 Year Diploma in Computer Science and Engineering with at least 55 % of marks or its equivalent CGPA grading with 06 year experience after diploma. OR Bachelor Degree (other than B. Tech/BE) in Computer Science and Engineering with at least 55% of marks or its equivalent CGPA grading with 05 year experience after degree.</p> <p>B. <u>Age Limit:</u> 40 Years</p>
11	<p><u>Junior Technical Superintendent:</u> (Job Ref. No. NFR/2018/15)</p> <p>A. <u>Essential Qualification and Experience:</u> M. Sc. or equivalent degree in Chemistry with at least 55 % of marks or its equivalent CGPA grading with 01 year experience after degree. OR Bachelor Degree in Chemistry with at least 55% of marks or its equivalent CGPA grading with 05 year experience after degree.</p> <p>B. <u>Age Limit:</u> 40 Years</p>
12	<p><u>Junior Technical Superintendent:</u> (Job Ref. No. NFR/2018/16)</p> <p>A. <u>Essential Qualification and Experience:</u> M. Sc. or equivalent degree in Physics with at least 55 % of marks or its equivalent CGPA grading with 01 year experience after degree. OR Bachelor Degree in Physics with at least 55% of marks or its equivalent CGPA grading with 05 year experience after degree.</p> <p>B. <u>Age Limit:</u> 40 Years</p>
13	<p><u>Library Officer:</u> (Job Ref. No. NFR/2018/17)</p> <p>C. <u>Essential Qualification and Experience:</u> Master degree in Library Science/Information Science/Documentation science or an equivalent professional degree with at least 55 % marks or equivalent grade point average with at least 6 years of relevant experience after the qualifying degree, out of which 3 years should be in Grade Pay of Rs. 4600 and above or equivalent OR 1 year should be in Grade Pay of Rs. 4800 and above or equivalent after the qualifying degree. Applicants should have demonstrated ability of using library software and experience in library computerization. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D upto three years will be counted towards experience However experience required in Grade Pay as above is mandatory.</p> <p>D. <u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Experience of developing and maintaining Foreign and Indian Languages collection in a reputed academic library. 2. Experience in IITs/IISERs/IISc/NITs and similar Central Government Institutions. <p>E. <u>Age Limit:</u> 45 Years</p>
14	<p><u>Junior Library Information Superintendent:</u></p>

(Job Ref. No. NFR/2018/18)

A. Essential Qualification and Experience:

B. Lib. or B. Lib. Info. Sc. or equivalent degree with at least 55% of marks or its equivalent CGPA grading with at least 5 years of experience in a library/Computerization of library after the qualifying degree. For applicants with Master degree in Library/Information Science or equivalent, the normal duration of Master's programs would be counted towards experience.

B. Age Limit: 40 Years

B. Other Details:

Gross Emoluments:

Admissible benefits include Basic Pay, DA, HRA and Transport Allowance as per Government of India rules and as applicable at Dharwad, Karnataka.

Reservation:

Reservation for the posts advertised are applicable as per Government of India norms to the persons from the SC (*Scheduled Caste*) and OBC-NCL (*Other Backward Class-Non Creamy Layer*) category.

Relaxation in Age:

1. For SC Category - 5 Years against reserved posts only.
2. For OBC Category - 3 Years against reserved posts only.
3. Current Regular employees of any IITs, who meet the minimum educational qualification, experience and are found eligible otherwise, can be considered for the recruitment up to a maximum of 50 years of age.
4. For those who are currently serving in IIT Dharwad, age relaxation would be as per Institute norms.

C. General Instructions to the Applicants:

1	Though all the above mentioned posts form parts of regular vacancies, appointment can also be made on Deputation or Contract basis on mutual agreement. Candidates who wants to consider their application for deputation only, should mention the same and submit their application through proper channel.
2	Each post carries retirement or terminal benefits as per Government of India norms and as applicable/adopted by the Institute.
3	Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of a candidate for the post applied shall be considered as on the last date of closing of online interface.
4	The prescribed <i>Essential Qualification and Experience</i> indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test(s) and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test(s) and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test(s) and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences. Wherever experience is sought in Grade Pay as per VI CPC, experience obtained in the corresponding pay level under VII CPC is also applicable.
5	The Institute reserves the right to relax age, qualifications and/ or experience in exceptional cases, or in case of persons already holding analogous positions in a university, research institute, industry, etc.
6	Candidates should tender application fee of Rs. 500/- (Rupees five hundred only) payable through bank transactions. The UTR number should be provided in the online application. The Bank details of IIT Dharwad are as below:

	<p>Name of Account Holder: Registrar, IIT Dharwad Bank Name: State Bank of India Branch: IIT POWAI (01109) IFS Code: SBIN0001109 Account No.: 00000035636327083</p> <p>Persons with Disabilities (PWD) with minimum 40% disability, SC, ST candidates are exempt from application fee, as per instructions of Government of India. These candidates may write 'Exempt' in the prescribed column. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited.</p>
7	The number of vacancies indicated in the notification is tentative. IIT Dharwad reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Dharwad reserves the right to NOT fill any of the posts advertised.
8	The appointment of the Selected candidates is subject to being found medically fit as per the requirements of the Institute.
9	The Institute reserves the right to: <ul style="list-style-type: none"> (a) Hold Written Test and/or Skill Test and/or Personal Interview and/or any other form of test for selection, wherever circumstances so warrant; (b) Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancy arising at the time of selection process may be filled up from the available candidates. Thus, the number of positions may change; (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; and (d) Draw a reserve panel against the possible vacancies in future.
10	Screening test/Trade test/Physical test and Computer proficiency test may be conducted for shortlisting criteria as per the nature of the post. Final selection will be done on the basis of performance in written test for post(s) other than Group 'A' positions. A candidate is required to obtain minimum 45% & more marks (40% & more marks for post reserved for SC category) in the written test to be eligible for final selection.
11	The persons applying for more than one post must use separate Application Form for each post.
12	Applicants seeking reservation benefits available for SC and OBC must be in possession of the certificates in the format prescribed by the Government of India in support of their claim at the time of application. PWD applicants claiming age relaxation are required to attach the Disability Certificate, in the format prescribed by the Government of India.
13	IIT Dharwad encourages PwD and Women candidates to apply.
14	Applicant should upload self-attested copies of certificate(s)/document(s) on online portal in support of their claim regarding qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization's letter head, bearing the date of issue, specific period of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. Original certificates should be produced at the time of selection process as well as while joining.
15	Persons serving in <i>Central/State/Semi-Government Organizations, Autonomous Body, Public Sector Undertakings</i> etc. must apply through proper channel and such candidates will be required to upload the NOC on the online portal with other relevant documents, failing which such persons shall be required to produce NOC before appearing for the selection process. Further, it is also required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.
16	Incomplete application form, without the self-attested copies of all relevant certificate(s)/document(s) are liable to be summarily rejected. All the details furnished in the online application will be treated as final and no changes shall be entertained. The responsibility of entries in the application form lies with the Applicant.
17	<p>TA Reimbursement: <u>Candidates applying for Level 6 or lesser positions:</u> No travelling allowance (TA) shall be paid to the outstation candidates for attending Written Test.</p>

	<p>However, SC/ST candidates attending the Written test and/or Skill test and/or any other form of test shall be paid to & fro second class railway fare by shortest route by a cheque at a later date, subject to production of tickets and caste certificate. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for the same.</p> <p><u>Candidates applying for Level 10 and above positions:</u></p> <p>Only those candidates who are shortlisted for Personal Interview will be reimbursed Air fare by economy class (By Air India only) to the Institute and back from city of their residence (In India) by the shortest route or to and fro AC II tier train fare, on production of the proof of onward and return journey.</p>
18	Applicants are advised to mention their correct and active email ID in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
19	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's Website only. Accordingly, all applicants in their own interests are advised to keep trace of Institute Website.
20	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicants.
21	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
22	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.
23	No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of test(s) and reasons for not being called for test (s).
24	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
25	In case of any dispute/ambiguity that may be occur in the process of selection, the decision of the Institute shall be final.
26	For a query related to submission of online application, applicant may send email on recruit@iitdh.ac.in . However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.
27	Candidates possessing the requisite qualification and experience are required to apply <i>ONLY through ONLINE</i> process. The last date for submission of online application is 11 January 2019 . Online application form and detailed instructions are available on the <i>WEBSITE</i> of <i>Indian Institute of Technology Dharwad</i> , namely at www.iitdh.ac.in/announcements_recruitment.php . Hard copy of the online application form is not required to be sent by the post.

Assistant Registrar

Date: 07 December 2018