INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

Advt. No: IITDh/Admin/Rectt. /03/2018-2019	Dt.:18/05/2018

Online Applications are invited from Indian Nationals for the following non-teaching positions on direct recruitment basis:

1. Post, category, qualifications, experience, knowledge, etc. for the posts.

Sr No	Post Details	No. of Posts	Qualification & Experience
1 .	Job Ref. No: Job/001 **Jr. Superintendent** *Pay Band:9300-34800 (PB-2)* *Grade Pay: Rs.4200* *(As per 6th CPC.)* *Age limit – 35 years*	06 (UR-5 & OBC-1) Group B	**Essential:** **a) Qualification:** Bachelor's Degree with at least 55% of marks or its equivalent CGPA grading. **b) Experience:** (i) **At least 5 years of requisite experience in Govt. Departments/ Govt. Undertakings/Universities in posts carrying Grade Pay of Rs.2400 and above in PB-I** 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 scholarships, degree, etc./Material Management, Procurement & Accounting of Material, Import Procedure, Stores Accounting, Stock Verification/Managing research and development projects from government, private and foreign funding agencies etc. (ii) Practical experience of using relevant software & IT tools in related area.
2	Job Ref. No: Job/002 **Jr. Office Assistant** Pay Band:5200-20200(PB-1) Grade Pay: Rs.2000 *(As per 6th CPC.)* *Age limit – 30 years*	12 (UR-8, OBC-3 & SC-1) Group C	**Essential:** **a) Qualification:** Bachelor's Degree with at least 55% of marks or its equivalent CGPA grading. **b) Experience:** i) **One year relevant experience** in one or more 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 scholarships, degree, etc./Material Management, Procurement & Accounting of Material, Import Procedure, Stores Accounting, Stock Verification/Managing research and development projects from government, private and foreign funding agencies etc. Managing research and development projects from government, private and foreign funding agencies. ii) Practical experience of using relevant software & IT tools in related area.

2. Abbreviations:

SC – Scheduled Caste	**ST** – Scheduled Tribe	**OBC** – Other Backward Classes	**UR** – Unreserved

Reservation for 'Persons with Disabilities' with minimum 40% disability: Preference will be given to 'Persons with Disabilities' (PWD) with minimum 40% disability, even where the reservation is not marked and suitable PWD candidates are available.

3.	Age limit	Post No.	Age limit	Candidate should be born on or after
		Job Ref. No : Job/001	**35 years**	**14.07.1983**
		Job Ref. No : Job/002	**30 years**	**14.07.1988**

4.	Relaxation in age limit	Category	Age relaxation
		SC/ST	5 years against reserved posts only.
		OBC	3 years against reserved posts only.
		PWD with minimum 40% disability	15 years for SC/ST, 13 years for OBC, and 10 years for others against all the posts identified suitable for the relevant category of disability; subject to maximum age not exceeding 56 years on the last date for receipt of applications.
		Ex-servicemen	As per Government of India norms.

General Information:

Please visit www.iitdh.ac.in/announcements/recruitment.php for detailed instructions.

1	Please read 'General Instructions' to the candidates.
2	Application will be summarily rejected: [a] if received after the last date, [b] if it contains one or more deficiencies listed in the 'Table of Deficiencies' in the 'General Instructions' to the candidates.
3	(a) No enclosures/papers, etc. will be accepted if not uploaded with the application; (b) Institute will not be responsible for such deficiencies or lapses of the applicant; and (c) interim correspondence will not be entertained and replied to.
4	Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, and experience laid down in the advertisement.
5	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
6	**Last date for receipt of applications:** Application completed in all respects must be submitted ONLY ONLINE by visiting *www.iitdh.ac.in/announcements/recruitment.php* on or before 15th **July 2018.**
7	**ONLY for those applicants who are forwarding their applications through proper channel besides submitting ONLINE APPLICATION should forward the application through the employer to the following address:** **The Registrar/ Officer on Special Duty(AFC)** **Indian Institute of Technology Dharwad** **P B Road, Near High Court** **DHARWAD-580011** **Only REGISTERED/SPEED POST LETTERS sent through India Post Service reach the above address.**

1. How to fill the application?

1.1 All the columns are compulsory. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Any other answers will render the application invalid.

1.2 Incomplete/invalid application: If any column is left unfilled, such an application will be treated as incomplete/invalid and will be rejected summarily.

1.3 Instructions are provided below for each column in the application. Please read the instructions before filling the application.

Column No.	Description	Instructions
--	Photo.	Affix a recent passport size photograph. Only the candidate should attest the photograph.
--	Post No.	Should be exactly the same as given in Advertisement.
--	Name of the post.	Should be exactly as stated in the Advertisement. Do not write Post No. or anything else.
--	Area of the post	Should be exactly as stated in the Advertisement. If separate areas for a post are mentioned in the advertisement, the area for which application is made should be selected online.
01.	Application fee.	Persons with Disabilities (PWD) with minimum 40% disability, SC, or ST candidates are exempt from application fee, as per instructions of Government of India. These candidates may write 'Exempt' in this column. All other 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: Bank Name: State Bank of India Branch: IIT POWAI (01109) IFS Code: SBIN0001109 Account No.: 00000035636327083 Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited.
02.	Name in full (Capital Letters)	As stated in SSLC/10th standard certificate. If the name has been changed, enclose a self-attested copy of the legal document of name change without fail.
03.	Father's/husband's name	Married female candidates may, at their option, state their husband's name.
04.	Date of birth (date- month-year)	As mentioned in SSLC/10th standard certificate.
05.	Postal address for communication	Please write complete postal address with PIN Code. Please note that the Institute will not accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned persons/authorities for redirecting/receiving the communication to your new address.

06.	Permanent address	Please write complete address with PIN Code. If this address is the same as that of postal address for communication, you may state 'Same as postal address'.
07.	Religion	Please state the religion.
08.	Nationality	Please select the applicable correct choice.
09.	Gender	Please select the applicable choice.
10.	Category	Please select the applicable choice. **For OBC**: IITDh follows Central List of OBC. If you belong to 'Creamy Layer', you are not eligible for consideration against posts reserved for OBC and therefore you may apply against UR posts. OBC certificate should have been issued on a date within 2 (two) years of the last date for receipt of application as stated in the advertisement. If you select OBC and upload BC/MBC or any other certificate other than a valid OBC certificate, your application will be summarily rejected. Please note that if you select as SC, ST, or OBC category and do not upload self-attested copy of the valid certificate, your application will be summarily rejected.
11.	Ex-servicemen / Person with Disability	Select the correct answer. Person with Disability should upload copy of self-attested medical certificate showing percentage of disability of not less than 40%.
12.	Have you ever been convicted by a Court of Law or is there any criminal/disciplinary/ vigilance case pending against you?	Please select the applicable choice.
13.	Educational, professional, and technical qualifications.	Essential qualification: Please note that holding the essential qualification is a must. The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications. **For example**: The essential qualification prescribed for the post is graduate degree. If any candidate possesses post graduate degree or even further higher qualification but not a graduate degree, the applicant will be treated as not having essential qualification. **Enclosing mark sheets**: Please note that uploading of mark sheets is compulsory only for posts where the essential qualification prescribes possessing a certain percentage of marks. **For example**: If the essential qualification is post graduate degree with minimum 55% marks, uploading of mark sheets is compulsory, failing which, the application will be summarily rejected.
14.	Details of knowledge, employment, and training.	If the advertisement prescribes possession of knowledge, training or experience, details should be furnished in this column. Please provide complete information and upload self-attested copies of certificates in support of experience in one or more of the areas as mentioned in "Essential Experience" & experience of using relevant software & IT tools in related area in the advertisement. Certificate in support of knowledge, experience & experience of using relevant software & IT tools in related area should be in proper format i.e. should be on the organisation's letterhead; bear the date of issue; specify period of work; clearly state nature of work; salary drawn with

		pay scale and grade pay, if any; name and designation of the issuing authority along with signature.
15.	Pay in the pay band and Grade Pay / Pay in the Pay Scale, and total emoluments or consolidated emoluments drawn in the post currently held.	Please furnish complete information. If not employed state 'Not applicable'. If not employed in a pay band, write the pay, pay scale or pay range, etc., or consolidated pay as per terms of employment.
16.	Membership of professional body.	Please state complete information. If you are not a member of any professional body, state 'Not applicable' in this column.
17.	Details of enclosure.	Please write the details of enclosures in the order in which they are attached. Serially number the enclosures.

2. **Deficiencies that will render the application incomplete/invalid. No deficiency will be ignored or relaxed. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. Answers like – (dash), No, etc. will be treated as column being not filled.**

Table of deficiencies

Sl. No.	Deficiency
1.	Photo not uploaded.
2.	Uploaded Photo not attested by the candidate.
3.	Post Number not selected
4.	Not clearly writing the name of the post applied for or writing a different name than what is specified in the advertisement.
5.	**5.1. If application fee is payable**: 51.1. Not providing UTR number. 5.1.2. Not providing date of payment. 5.1.3. Not filling amount. 5.1.4. Enclosing application fee in any other form. **5.2. If application fee is not payable**: Not writing "Exempt" in this column.
6.	Not filling column 2 to 7
7.	Not answering with Yes/No in column 8 to 12 The only acceptable form of answer to Columns 8 to 12 is selecting either YES or NO.
8.	8.1. Not furnishing complete information in Column 13. 8.2. Not uploading self-attested copies of certificates and mark sheets in support of the examination passed stated in column 13.
9.	9.1. Not furnishing complete information in Column 14. 9.2. Not attaching self-attested copies of certificates in support of information furnished in Column 14. 9.3. Attaching unacceptable documents in support of information furnished in Column 14.
10.	10.1. Not furnishing complete information in Column 15. 10.2. Not writing 'Not applicable' if not currently employed. 10.3. Not writing pay, pay scale or pay range, etc. or consolidated pay if not employed in a pay band.
11.	Not furnishing information in Column 17.
12.	Not furnishing information in Column 18.
13.	Not mentioning place and/or date in the declaration.
14.	Not uploading signature for the declaration.

3. **Uploading certificates in support of date of birth, qualifications and experience is COMPULSORY.**

4. Other instructions:

1.	**Persons with Disabilities:** PWD means a person with a minimum of 40% of any disability as certified by a medical authority. For appointments, preference will be given to Persons With Disabilities (PWD), even where the reservation is not marked and suitable PWD candidates are available.
2.	**Applying for more than one post:** Candidates applying for more than one post must use separate Application Form for each post (along with required IITDh copy of challan, in original) and send them in separate envelopes super-scribed with the name of the post applied.
3.	**Short listing of candidates: The Institute reserves right to place a reasonable limit on the number of candidates to be called for written test/skill test.** **Where applications received are more than 10 times the number of posts advertised, the Screening Committee may formulate additional criteria for shortlisting, based on academic performance and/or years of experience of the Applicants.**
4.	**Selection process:** 1. **Written test and/or skill test, and/or any other form of test may be conducted for posts carrying Grade Pay of Rs.4200**. 2. **Through written test(s), skill or knowledge test(s) for posts carrying Grade Pay below Rs.4200:** In accordance with the instructions of Government of India, there will be no interview for these posts. Selection for these posts will be based on written test(s). Skill or knowledge test, may also be conducted in addition to written test.
5.	**TA/DA:** No TA will be paid for appearing for Written Test.
6.	**General:** Higher initial basic pay may be considered in meritorious cases.
7.	Mere fulfillment of qualifications and experience per-se does not entitle a candidate to be called for test or interview. The Institute reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part without assigning any reason and the decision of the Institute in this regard shall be final.
8.	**Forwarding application through proper channel/Producing NOC for interview:** Persons serving in Government/Semi-Government/Autonomous Bodies/PSU should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They should fill up online application and submit online as an advance quoting UTR number for the application fees like any other applicant.
9.	**No interim correspondence:** No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test/interview and reasons for not being called for test/interview. Interim correspondence will not be entertained and replied to.
10.	**Canvassing:** Canvassing in any form will be a disqualification.
11.	**Last date for receipt of applications:** As stated in the Advertisement.
12.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
13.	Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online interface.
14.	The applicants who are found suitable for the test / Interview shall be informed through emails. The candidates are advised to mention their correct email address in the Application form.
15.	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.
16.	**ONLY for those applicants who are forwarding their applications through proper channel besides submitting ONLINE should forward the application through the employer to the following address:** **The Registrar/ Officer on Special Duty(AFC)** **Indian Institute of Technology Dharwad** **P B Road, Near High Court** **DHARWAD-580011**

	Only REGISTERED/SPEED POST LETTERS sent through India Post Service reach the above address.

Check List for guidance of the candidates

(Keep this with you and DO NOT send this)

Have you complied with the following?

Column No.	Details to be filled	Whether filled?
--	Photograph: Have you uploaded attested photograph?	Yes / No
--	Have you selected correct Post No	Yes / No
--	Have you selected 'Name of the post'? Is name of the post as given in advertisement?	Yes/No Yes/No
01	Application fee: If SC/ST/PWD – have you stated 'Exempt'? Have you uploaded self-attested copy of SC/ST/PWD certificate? If not SC/ST/PWD: Have you provided the UTR number in the application? Amount in Rs.	Yes / No Yes / No Yes / No Yes / No
02	Name in full in capital letters	Yes / No
03	Father's/Husband's name	Yes / No
04	Date of birth (date – month – year)	Yes / No
05	Postal address for communication	Yes / No
06	Permanent address	Yes / No
07	Religion	Yes / No
08	Nationality	Yes / No
09	Gender	Yes / No
10	Category: Have you answered the category? IF SC/ST/OBC – have you uploaded self-attested copy of the certificate?	Yes / No Yes / No
11	Ex-servicemen/Physically Handicapped Have you answered the column? If yes, have you uploaded attested copy of the certificate?	Yes / No Yes / No Yes / No
12	Have you answered the column?	Yes / No

	If yes, have you furnished details?	Yes / No
13	Have you filled all the details?	Yes / No
	Have you uploaded self-attested copies of all the certificates?	Yes / No
	If there is no specialization – have you written 'N/A'?	Yes / No
14	Have you filled all the details?	Yes / No
	Have you uploaded self-attested copies of all the certificates?	Yes / No
	If you are continuing in a post, have you written 'N/A' in 'To' column under 'Period of Employment'.	Yes / No
	If there is no 'Scale of Pay' – have you written 'N/A' in this column?	Yes / No
15	If there is no Pay Band and Grade Pay / Pay in Pay Scale, have you stated total monthly salary last drawn?	Yes / No
	If not presently employed have you stated 'NA'?	Yes / No
16	Have you furnished details if you are a member of one or more professional societies?	Yes / No
	If no, have you stated 'Not applicable'?	Yes / No
17	Have you uploaded: 1. Attested copy of SC/ST/PWD certificate if exempt from application fee? 2. Challan, in original towards application fee if not exempt from application fee? 3. Attested copy in support of date of birth? 4. If OBC (Non creamy layer) – have you attached attested copy of OBC certificate in Government of India format? 5. If ex-serviceman or PWD with minimum 40% disability – have you attached attested copy of certificate? 6. If convicted by a Court of Law or if any criminal case/disciplinary case is pending against you: Have you answered the column? If yes, have you provided/uploaded details? 7. Have you uploaded attested copies of certificates for all the educational/ professional and technical qualifications stated in column 13? 8. Have you uploaded attested copies of certificates in support of all the employment stated in column 14?	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No

IMPORTANT: All the columns need to be answered. Even if one of the column is unanswered, the application will be treated as incomplete and will get automatically rejected.

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