

Recruitment Advt. No: IITDH/Admin/Staff Recruitment/23/2020-2021

02 July 2020

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 is employing bright young and accomplished faculty and staff members. To cater to the Institute's requirement, IIT Dharwad is looking for dynamic, experienced and qualified professionals who can grow in line with the Institute's exponential growth and create opportunities for growth of others. IIT Dharwad invites online applications from the eligible Indian Nationals for the following positions:

S. No.	Name of the Post	Vacancies			Pay Level (as per 7 th CPC)
		UR	OBC (NCL)	Total	
Administrative Positions:					
1.	Assistant Registrar	1	1	2	Level 10 (Rs. 56,100-1,77,500)
Engineering Positions:					
2.	Executive Engineer (Civil)	1	--	1	Level 11 (Rs. 67,700-2,08,700)
3.	Junior Engineer (Civil)	--	1	1	Level 6 (Rs. 35,400- 1,12,400)
	Total Positions	2	2	4	

A. The essential qualifications and experience required for the above post (s) are as under:

1.	<p>Out of the 02 (Two) posts of the Assistant Registrar, one post is meant for Finance and Accounts Division and the details of essential qualification and job description are given below:</p> <p><u>Assistant Registrar (F&A):</u></p> <p>A. <u>Essential Qualification:</u> Master's degree in relevant discipline with minimum 55% marks or equivalent grade point average</p> <p>B. <u>Essential Experience:</u> 5 years relevant experience in Pay Level 06 and above or equivalent OR 3 years in Pay Level 07/08 and above or equivalent.</p> <p>C. <u>Desirable Experience:</u></p> <ol style="list-style-type: none"> Experience in one or more of the following areas: Accounting, Auditing and Financial procedures as applicable to Government/autonomous institutions. Familiarity and knowledge with working procedures of a higher technological/educational Institution like IITs/IISERs/IISc/NITs and similar Central Government Institutions. <p>D. <u>Age Limit:</u> 45 Years</p> <p><u>Assistant Registrar:</u></p> <p>A. <u>Essential Qualification:</u> Master's degree in relevant discipline with minimum 55% marks or equivalent grade point</p>
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	<p>average</p> <p>B. <u>Essential Experience:</u> 5 years relevant experience in Pay Level 06 and above or equivalent OR 3 years in Pay Level 07/08 and above or equivalent.</p> <p>C. <u>Desirable Experience:</u></p> <ol style="list-style-type: none"> 1. Experience in one or more of the following areas: 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, works procedures as per Govt. of India guidelines etc. 2. Familiarity and knowledge with working procedures of a higher technological/educational Institution like IITs/IISERs/IISc/NITs and similar Central Government Institutions. <p><u>Age Limit:</u> 45 Years</p>
2.	<p><u>Executive Engineer (Civil):</u></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 years 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>C. <u>Age Limit:</u> 50 Years</p>
3.	<p><u>Junior Engineer (Civil):</u></p> <p>A. <u>Essential Qualification and Experience:</u></p> <p>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 years experience after diploma.</p> <p>B. <u>Age Limit:</u> 40 Years</p>

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 OBC-NCL (<i>Other Backward Class-Non Creamy Layer</i>).
Relaxation in Age: <ol style="list-style-type: none">1. For SC & ST Category - 5 Years against reserved posts only.2. For OBC (NCL) Category - 3 Years against reserved posts only.3. Ex-service Men and PWD candidates will be given age relaxation as per Government of India norms.4. 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.5. 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. The posts of Executive Engineer and Junior Engineer (Civil) are likely to be initially filled on Contract basis for a period of three years with a provision to put on probation/permanent absorption/confirmation based on the review after completion of 03 years.
2	Equivalence of pay level will be reckoned by taking the total emoluments drawn by the applicant in the present post and relating it to the minimum of the pay plus emoluments in the minimum pay level indicated in essential experience. The candidates are therefore required to clearly indicate the total emoluments drawn by them in the relevant column in the application along with supporting documents. Application without the above information are liable to be rejected. Based on the available documents, Institute will take the decision and will not write to the applicant(s) for seeking any further clarification.
3	Each post carries retirement or terminal benefits as per Government of India norms and as applicable/adopted by the Institute.
4	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.
5	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.
6	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.
7	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: PB No. 9, College Road, Dharwad IFS Code: SBIN0000833 Account No.: 00000035636327083 Persons with Disabilities (PWD) with minimum 40% disability, Ex-service men, SC, ST and Women candidates are exempt from payment of 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>
8	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.
9	The appointment of the Selected candidates is subject to being found medically fit as per the requirements of the Institute.
10	<p>The Institute reserves the right to:</p> <p>(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;</p> <p>(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;</p> <p>(c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; and</p> <p>(d) Draw a reserve panel against the possible vacancies in future.</p>
11	<p>Selection Proceedings may be conducted in 2 stages, i.e. stage I and stage II.</p> <p>Stage I (Screening Stage): Screening test/Trade test/Laboratory test/Physical test/Computer proficiency test may be conducted for shortlisting as per the nature of the post. Candidates securing minimum 45% marks (40% for posts reserved for SC/ST category) shall be shortlisted for Stage II.</p> <p>Stage II (Final Selection Stage): <u>For Level 6 and below positions (there shall be no Personal Interview):</u> Written test/Trade test/Laboratory test/Physical test/Computer proficiency test may be conducted. Final selection will be based on merit decided on the basis of performance in stage II. A candidate is required to obtain minimum 45% & more marks (40% & more marks for post reserved for SC and ST category) in the stage II to be eligible for final selection.</p> <p><u>For Level 10 and above positions:</u> The candidates may be required to make a presentation followed by Personal Interview. Final selection will be done on the basis of performance in the Personal Interview.</p>
12	The persons applying for more than one post must use separate Application Form for each post.
13	Applicants seeking reservation benefits available for OBC (NCL) 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.
14	IIT Dharwad encourages PwD and Women candidates to apply.
15	Applicant should upload self-attested copies of certificate(s)/document(s)/Marksheets of all semester/years 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.
16	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 in the prescribed format/Proof of having obtained permission from their present employer for applying, on the online portal with other relevant documents, failing which such persons shall be required to produce NOC in the prescribed format before appearing for the selection process.

	Further, they are also required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.
	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:</p> <p><u>Candidates applying for Level 6 or lesser positions:</u> No travelling allowance (TA) shall be paid to the outstation candidates for attending Stage I (Screening Stage) and/or Stage II (Final Selection Stage). However, SC/ST candidates attending the Stage I (Screening Stage) and/or Stage II (Final Selection Stage) shall be paid to & fro second class railway fare by shortest route by electronic transfer 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> Only those candidates who are shortlisted for Stage II (Final Selection Stage) will be reimbursed Travel fare (up to a maximum of 2nd AC rail fare, by shortest route, from the railway station nearest to your place as cited in the application to Dharwad Railway Station and back) will be reimbursed 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 interest are advised to keep track 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 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 any 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 10th August 2020 . 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 (Admin)

Date: 02 July 2020