

Recruitment Advt. No: IITDH/Admin/Non-Academic Staff/11/2018-2019

11 October 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-Academic Staff positions on direct recruitment basis:

S. No.	Name of the Post	Job No.	Vacancies			Pay Level (as per 7 th CPC)
			UR	OBC (NCL)	SC	
1	Junior Superintendent	003	5	1	-	Level 6 (Rs. 35,400- 1,12,400)
2	Junior Assistant	004	8	3	1	Level 3 (Rs. 21,700- 69,100)

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

1	<p><u>Junior Superintendent:</u></p> <p>A. <u>Essential Qualification:</u> Bachelor's Degree with at least 55% of marks or its equivalent CGPA grading in appropriate discipline.</p> <p>B. <u>Essential Experience:</u> At least 5 years of requisite experience at clerical/supervisory level after qualifying Degree 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.</p> <p>For applicants with Master's Degree, normal duration of Master's program would be counted towards experience.</p> <p>C. <u>Age Limit:</u> 40 Years</p>
2	<p><u>Junior Assistant:</u></p> <p>A. <u>Essential Qualification:</u> Bachelor's Degree with at least 55% of marks or its equivalent CGPA grading in appropriate discipline.</p> <p>B. <u>Age Limit:</u> 32 Years</p>

B. Other Details:

Gross Emoluments: Admissible benefits include Basic Pay, DA, Transport Allowance and HRA 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 (<i>Scheduled Caste</i>) and OBC-NCL (<i>Other Backward Class-Non Creamy Layer</i>) 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). 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) for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test(s) 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.
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: Bank Name: State Bank of India Branch: IIT POWAI (01109) IFS Code: SBIN0001109 Account No.: 00000035636327083 Persons with Disabilities (PWD) with minimum 40% disability, SC 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.
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: (a) Hold Written Test and/or Skill Test and/or any other form of test for selection, whenever 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 written test. 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 recruitment.
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 be not 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	No travelling allowance (TA) shall be paid to the outstation candidates for attending selection process. 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.
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. Institute will not display any separate list of shortlisted/selected candidates on Institute website.
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 or 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 16 November 2018 . 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: 11 October 2018