Indian Institute of Technology Jodhpur
Old Residency Road, Ratanada, Jodhpur 342011

Advt. No. IITJ/2016-17/Non-Academic Staff/21   **23 March 2017**

IIT Jodhpur, an engineering & technology institute of national importance, is dedicated to education, research and development. The Institute promotes academic excellence in teaching and technology research. The Institute is looking for suitable Indian Nationals, through **ONLINE** applications only, for appointment on **Contract, Deputation or Regular** basis based on performance.

S.No.	Name of the Post	Vacancies					Pay Band and Scale	Grade Pay (Rs.)
		Total	**UR**	**SC**	**ST**	**OBC**		
01	Assistant Workshop Superintendent	1	-	-	-	1	PB 3 Rs. 15,600-39,100	5,400
02	Technical Officer	1	1	-	-	-	PB 3 Rs. 15,600-39,100	5,400
03	Assistant Engineer (Civil)	1	1	-	-	-	PB 2 Rs. 9,300-34,800	4,600
04	Assistant Library Information Officer	2	2	-	-	-	PB 2 Rs. 9,300-34,800	4,600
05	Junior Engineer (Civil)	1	-	-	-	1	PB 2 Rs. 9,300-34,800	4,200
06	Junior Superintendent	2	1	-	1	-	PB 2 Rs. 9,300-34,800	4,200
07	Junior Technician (Mechanical Engineering)	2*	1	-	-	1	PB 1 Rs. 5,200-20,200	2,000
08	Junior Technician (Electrical Engineering)	1	1	-	-	-	PB 1 Rs. 5,200-20,200	2,000
09	Junior Technician (Civil Engineering)	2*	1	-	1	-	PB 1 Rs. 5,200-20,200	2,000
10	Junior Technician (Materials Engineering)	2*	2	-	-	-	PB 1 Rs. 5,200-20,200	2,000
11	Junior Technician (Physics)	1	1	-	-	-	PB 1 Rs. 5,200-20,200	2,000
12	Junior Technician (Chemistry)	1	-	-	1	-	PB 1 Rs. 5,200-20,200	2,000
13	Junior Assistant	2	-	-	2	-	PB 1 Rs. 5,200-20,200	2,000
	Total Number of Posts	**19**	**11**	**0**	**5**	**3**		

* subject to approval of the Board of Governors of IIT Jodhpur

Online application is available at URL **(http://oa.iitj.ac.in/OA_REC)**

Gross emoluments: Admissible benefits include Basic Pay, DA, and Transport Allowance, as per Government of India rules and as applicable at Jodhpur, Rajasthan.	
Reservation: Reservation for the posts advertised are applicable as per Government of India norms to SC (Scheduled Caste), ST (Scheduled Tribe), OBC (Other Backward Classes), PH (Physically Handicapped) and Ex-Service Man.	
Age Bar	**Group A** Posts at S. Nos. 01 to 02: 50 years; **Group B** Post at S. Nos. 03: 50 years; S. No. 04: 35 years; S. No. 5 & 6: 32 years; **Group C** Posts at S. Nos. 07 to 13: 27 years. Age, qualification and experience will be calculated on the closing date of online submission of applications. Relaxation in age would be admissible as per Central Government Rules. Employees of IITs, who meet the minimum educational qualification and are found eligible otherwise, can be considered for the recruitment up to a maximum of 50 years of age.

The essential, desirable qualifications and experience required for the above post (s), as per above Serial Number of the posts, are as under:

01	**Essential:** M.Tech Degree in Mechanical Engineering with 2 years' experience, **or** 1st class degree in B.E. or B.Tech. Degree in Mechanical Engineering with a minimum of 6 year of relevant experience. **Desirable:** 1. Ph.D. Degree in Mechanical Engineering with relevant experience 2. Teaching, Research and/or Industry experience in the field of manufacturing 3. Competence in use of sophisticated equipment (such as CNC machines, CMM, and Vision system Machines), Non-Conventional Machines (such as EDM, ECM, and Water Jet Cutting), and Conventional machines in the machining shop, various welding and cutting equipment 4. Knowledge of various mechanical manufacturing related software, e.g., Pro-E, Solid Works, DEFORM, and Hyperform 5. Ability to give guide practical training of students, and conversant with maintenance of equipment and machines 6. Knowledge of planning and developing laboratories related to manufacturing 7. Knowledge of purchase, storage and issue of engineering materials, equipment and accessories
02	**Essential:** A 1st class degree in B.E. or B.Tech Degree in Instrumentation Engineering, with a minimum of 5 year of relevant experience **Desirable:** 1. Ph.D. Degree in Instrumentation Engineering or Materials Engineering, Chemistry and Physics with relevant experience 2. Research experience at Master's level or higher with publication in peer reviewed journals 3. Experience in using hand-on sophisticated instruments (such as NMR, Atomic Force Microscopy, Scanning Tunnelling Microscopy, Field Emission Scanning Electron Microscopy, Confocal Microscopy, Powder XRD, Single Crystal XRD and

	Raman spectrometer) for application in Chemistry, Physics and Materials Engineering and Science 4. Competence to operate more than one instrument at a time with maintenance 5. Maintaining records 6. Leadership in setting up and running modern laboratories involving one or more of the Chemistry, Physics and Materials Engineering and Science
03	**Essential:** 1. Bachelor Degree in Civil Engineering or Diploma in Engineering in Civil Engineering of 3 year duration from a recognized Institute, University, Board 2. 5 year experience in relevant field as Junior Engineer in a government organization at PB 2 with Grade Pay of Rs. 4,200/- or equivalent 3. Competence of Computer aided design and drafting software **Desirable:** 1. Knowledge of Building Information Management System and other relevant software 2. Competence in construction management
04	**Essential:** Post Graduate Degree in Library Science from a recognized University. **Experience** At least 05 years in Grade Pay of 4200 in a Library /Computerization of a Library **Desirable:** 1. Higher academic qualification and/ or experience; and 2. Knowledge of Library automation & networking
05	**Essential:** 1. Bachelor's Degree in Civil Engineering with 01 year relevant experience from a recognized Institute or University 2. Competence of Computer aided design and drafting software **OR** 1. Diploma in Civil Engineering of 03 Years duration with 03 years field experience from a recognized University or Board 2. Competence of Computer aided design and drafting software **Desirable:** 1. Knowledge and experience of CPWD Manual for construction (procedures for tendering, contracting and construction) 2. Experience in Civil works, namely construction and maintenance of multi-storey RC frame buildings, bitumen and concretes roads, services and utilities appropriate to a large campus and related aspect of Estate Management 3. Knowledge of Building Information Management System and other relevant software 4. Competence in construction management
06	**Essential:** 1. Bachelors degree, with 8 years relevant experience and knowledge of office procedures, rules, computer office applications and secretarial practices in Academic Matters, Estate Management and Hospitality 2. Competence in Computer based environment **Desirable:** Experience in handling Accounts, Audit, Purchase and Import, Establishment matter, legal or Recruitment
07	**Essential:** B.Sc. Degree in Mechanical Engineering, or Diploma in Mechanical Engineering of 3 years duration from recognised University or Board **Desirable**: 1. Competence in Machinery in at least one of the following laboratories: Carpentry, Fluid Mechanics, Heat Transfer, Fluid and Thermal Engineering, or Dynamics and Vibrations 2. Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.
08	**Essential:** B.Sc. Degree in Electrical Engineering or Diploma in Engineering of 3 years duration in Electrical, Electronics, Telecommunications, or Instrumentation Engineering trades from a recognised University or Board **Desirable**: 1. Competence in Digital Signal Processing, Embedded Systems, Electrical Machines, Power Systems, or Power Electronics 2. Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.
09	**Essential:** B.Sc. Degree in Civil Engineering or Diploma in Civil Engineering of 3 years duration from a recognised Institute, University or Board or higher **Desirable**: 1. Competence in Surveying, Building Information Management Systems, Geographical Information Systems, Geoinformatics 2. Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.
10	**Essential:** B.Sc. Degree in Materials Engineering, Metallurgical Engineering or Industrial & Production Engineering, or Diploma in Engineering of 3 years duration in Materials Engineering, Metallurgical Engineering or Industrial & Production Engineering from a recognised University or Board **Desirable**: 1. Competence in operation and maintenance of Metal Working Process equipment (such as those for rolling, forging and sheet metal working as well as those for casting of metals) OR

	2.	Comptence in operation and maintenance of optical microscopes and high temperature furnaces, thermocouple, controllers OR
	3.	Competence in operation and maintenance of vacuum equipments, pumps, gauges and other material processing equipment, OR
	4.	Competence in operation and maintenance of materials testing equipment (such as those for tensile testing, hardness testing, fatigue testing, impact testing)
	5.	Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.
11	**Essential:** B.Sc. Degree in Physics or Diploma in Physics of 3 years duration from a recognised University or Board **Desirable**: 1. Competence to handle Physics laboratory instruments and good exposure and inclination towards experimental physics 2. Computer Literacy 3. Working experience in National Academic Institutes, or Research & Development Laboratories in the subject of Physics	
12	**Essential:** B.Sc. Degree in Chemistry, or Diploma in Chemical Engineering or Instrumentation Engineering of 3 years duration from a recognised University or Board **Desirable**: 1. Competence to organize Chemistry Laboratories for Undergraduate and Post Graduate Courses 2. Computer Literacy 3. Working experience in National Academic Institutes or Research & Development Laboratories in the subject of Chemistry	
13	**Essential:** 1. Bachelor's Degree with 1 year relevant experience 2. Competence in computer applications **Desirable**: Experience of having handled Establishment Matters, Legal, Purchase and Import, Accounts, Audit or Hospitality	

General Instructions to Applicants

01	The each post carries retirement or terminal benefits as per Government of India norms
02	Besides pay, each post carries allowances according to the Institute rules, which at present are at par with Central Government employees
03	Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post
04	SC, ST, OBC and Ex-Serviceman applicants are required to attach the valid Caste Certificate. PWD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India
05	The Institute reserves the right to: (a) Hold Written Test, Trade Test, Presentation and/or Interview 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 interview 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 from a reserve panel against the possible vacancies in future
06	The prescribed Essential (Qualification and Experience) indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test or 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 and interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for Written Test and/or Interview to a reasonable limit, on the basis of Qualification and Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences
07	Applicant can see status of their application using their *Log-in Id* and *Password* on online portal at any point of time during the selection process. Institute will not display any separate list of shortlisted/selected candidates on Institute website.
08	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.
09	The experience required in a certain Grade Pay refers only to that in Central Government, State Government, Semi – Government, PSEs, or Statutory or Autonomous organizations, Universities and reputed Institute or organizations under Central or State Government
10	Higher initial pay may be given to exceptionally qualified and deserving applicants selected.
11	The number of vacancies indicated in the notification is tentative. IIT Jodhpur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Jodhpur reserves the right to NOT fill any of the posts advertised.
12	Applicants have to pay a non-refundable application fees of Rs. 500 for the posts having Grade Pay of Rs. 5,400 and above, and of Rs. 250 for other posts. <u>SC/ST</u>, <u>Physically Handicapped applicants</u> and <u>Ex-Servicemen</u> are not required to pay application fee. Submitting the application form and paying fee should be done only through the online process; please visit Institute's website (http://oa.iitj.ac.in/OA_REC) for the same. After submission of application and payment of fee, a PDF will be generated of the completed form and fees receipt. Applicants are required to print hardcopy of application form and fee receipt, sign and send the same along with all self-attested relevant supporting documents by post to IIT Jodhpur.

13	Persons serving in Government, Semi-Government, or Public Sector Undertakings should send THROUGH PROPER CHANNEL, the completed application form along with all relevant supporting documents and fee receipt in original, failing which such persons shall be required to produce NOC at the time of Interview, provided they have sent an **Advance Copy** of the complete application form along with **fees receipt in original**.
14	The persons applying for more than one post, must apply separately for each post (along with payment of separate fees for each post) and send the complete application forms in separate covers super-scribed the post applied for.
15	The complete postal address (including Telephone Number, Fax Number, Mobile Number. and eMail address) of the present employer mentioning the name of the organization and whether the organization is a Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector, should be indicated in the Application Form.
16	Outstation Applicants called for test or interview will be paid rail fare as per norms of the Institute through Cheque or on-line transfer (RTGS/NEFT(to be sent later)) from the Place of residence to Place of Test or Interview and back by the shortest route.
17	Incomplete application form, without the self-attested copies of all relevant Certificates (both experience and professional), or application without requisite fee, will be rejected. The responsibility of entries made in the application form lies with the Applicant.
18	Canvassing in any form or bringing in any influence political or otherwise, will be treated as a disqualification for the post. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.
19	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 modify, withdraw, or cancel any communication made to the Applicants.
20	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.
21	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.
22	The applicants are required to apply *only through* **ONLINE** process upto **01 May 2017 till 06:00 PM .**The hardcopy of completed application along with all relevant supporting documents and fees receipt in original must reach the Institute **on or before 5:00 PM on 08 May 2017** at the address given below. The envelope should be super scribed as "Application for the Post of ………………………" **Address:** Officer In-charge Office of Recruitment IIT Jodhpur Old Residency Road, Ratanada Jodhpur 342011 Rajasthan Phone: (0291) 2449071
23	Applications received after the due date shall not be considered.

Deputy Registrar (Establishment)