



Indian Institute of Technology Jodhpur

NH 65, Nagaur Road, Karwad 342037, Jodhpur District

Advertisement No. IITJ/2017-18/Non-Academic Staff/23

12 February 2018

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 selection on **Contract up to 3 years or Probation**. In case, the candidate is found suitable after the period of Contract or Probation, she/he may be absorbed or confirmed subject to suitability basis based on performance.

S.No.	Name of the Post	Vacancies					Pay Level (as per 7 th CPC)	Basic Pay (as per 7 th CPC)
		Total	UR	SC	ST	OBC		
1	Registrar	1	1	-	-	-	Pay Level 14	Rs. 1,44,200
2	Deputy Registrar	1	1	-	-	-	Pay Level 12	Rs. 78,800
3	Senior Executive Engineer	1	1	-	-	-	Pay Level 12	Rs. 78,800
4	Assistant Registrar	1	1	-	-	-	Pay Level 10	Rs. 56,100
5	Assistant Executive Engineer (Civil)	1	1	-	-	-	Pay Level 10	Rs. 56,100
6	Assistant Executive Engineer (Electrical)	1	1	-	-	-	Pay Level 10	Rs. 56,100
7	Junior Engineer (Electrical)	1	1	-	-	-	Pay Level 6	Rs. 35,400
8	Assistant Manager (Horticulture)	1	1	-	-	-	Pay Level 6	Rs. 35,400
9	Assistant	2	1	-	-	1	Pay Level 4	Rs. 25,500
10	Junior Assistant	6	2	1	2	1	Pay Level 3	Rs. 21,700
11	Junior Technical Assistant (Chemistry)	1	-	-	1	-	Pay Level 3	Rs. 21,700
12	Junior Technical Assistant (Automation)	1	1	-	-	-	Pay Level 3	Rs. 21,700
13	Junior Technical Assistant (Bioscience and Bioengineering)	1	1	-	-	-	Pay Level 3	Rs. 21,700
14	Junior Technical Assistant (Chemical Engineering)	2	1	-	-	1	Pay Level 3	Rs. 21,700
15	Junior Technical Assistant (Civil Engineering)	2	1	-	1	-	Pay Level 3	Rs. 21,700
16	Junior Technical Assistant (Electrical Engineering)	1	-	-	-	1	Pay Level 3	Rs. 21,700
17	Junior Technical Assistant (Mechanical Engineering)	1	1	-	-	-	Pay Level 3	Rs. 21,700
18	Junior Technical Assistant (Metallurgical & Materials Engineering)	2	1	1	-	-	Pay Level 3	Rs. 21,700
19	Junior Technical Assistant (Physics)	2	1	-	-	1	Pay Level 3	Rs. 21,700
20	Junior Technician (Instrumentation)	1	-	1	-	-	Pay Level 3	Rs. 21,700
Total Number of Posts		30						

Online application is available on the *WEBSITE* of Indian Institute of Technology Jodhpur, namely at www.iitj.ac.in.

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 persons from the SC (<i>Scheduled Caste</i>), ST (<i>Scheduled Tribe</i>), OBC (<i>Other Backward Classes</i>), PH (<i>Physically Handicapped</i>) and <i>Ex-Serviceman Category</i> .	
Age Limit	Group A Posts at S. No. 01: 55 years; S. Nos. 2 to 4: 50 years; S. Nos. 5 and 6: 40 years Group B Posts at S. Nos. 7 and 8: 30 years Group C Posts at S.No. 9: 30 years; S. Nos. 10 to 20: 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:

1	Essential Qualifications (1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 Point Scale from a recognized University/Institute (2) At least 15 years experience as <i>Assistant Professor</i> in AGP of Rs. 7,000 and higher, or at least 8 years of service in the AGP of Rs. 8,000 and higher (including <i>Associate Professor</i>), along with experience in educational administration, OR Experience in research establishment and/or other institutions of higher education comparable to that above, OR At least 15 years of administrative experience, of which 8 years shall be as <i>Deputy Registrar</i> or equivalent Desirable Qualifications (1) Degree in Management or LLB (2) Knowledge of Computers (3) Should have experience of at least 3 years in a <i>Centrally Funded Technical Institute</i> of the Government of India (4) Computer literacy and experience of working with computer office applications
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2	<p>Essential Qualifications</p> <p>(1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 Point Scale from a recognized University/Institute</p> <p>(2) At least 9 years experience as <i>Assistant Professor</i> in AGP of Rs.6,000 and higher, along with experience in educational administration, OR Experience in research establishment and/or other institutions of higher education comparable to that above, OR At least 5 years of administrative experience as <i>Assistant Registrar</i> or equivalent</p> <p>Desirable Qualifications</p> <p>(1) Degree in Management or LLB, and knowledge of computers,</p> <p>(2) Experience in handling computerized administration, legal or financial or establishment matters</p> <p>(3) A <i>Chartered Accountant</i> or <i>Cost Accountant</i> diploma</p> <p>(4) Should have experience at least 3 years in <i>Centrally Funded Technical Institutes</i></p> <p>(5) Computer literacy and experience of working with computer office applications</p>
3	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in B.E./B.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Civil or Electrical Engineering from a recognized University/Institute,</p> <p>(2) At least 12 years experience in relevant field as Engineer, of which 5 years should be as <i>Executive Engineer</i> in the Grade Pay of Rs.6,600 (or its equivalent) for persons with B.E./B.Tech. degree, OR At least 10 years experience in relevant field as Engineer, of which 3 years should be as <i>Executive Engineer</i> in the Grade Pay of Rs.6,600 (or its equivalent) for persons with M.E./M.Tech. degree</p> <p>(3) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies in projects costing above Rs.150 Crores</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Proven track record of handling construction projects</p> <p>(3) Experience of working with high tension lines, electrical maintenance planning, execution of electrical works, or civil works, designing and estimation, construction management of large projects, etc., as relevant to the specialisation of the person</p> <p>(4) Should have computer literacy and experience of working with computer office applications</p>
4	<p>Essential Qualifications</p> <p>(1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute</p> <p>(2) Employees serving as Superintendent or equivalent post for at least 5 years at Grade Pay of Rs.4,600</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p> <p>Desirable Qualification</p> <p>(1) Qualification in Management, Engineering or Law, OR Experience in handling computerized administration, legal, stores and purchase, financial, or establishment matters, OR A <i>Chartered Accountant</i> or <i>Cost Accountant</i> degree or diploma,</p> <p>(2) Experience of at least 3 years in a <i>Centrally Funded Technical Institute</i></p> <p>(3) Computer literacy and experience of working with computer office applications</p>
5	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in Diploma in Civil Engineering (of 3 years duration) from a recognized State Board, OR First class (or equivalent) in B.E./B.Tech. degree in Civil Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Civil Engineering from a recognized University/Institute,</p> <p>(2) At least 9 years experience in Civil field as Engineer, of which 8 years should be as <i>Assistant Engineer</i> in the Grade Pay of Rs.4,600 (or its equivalent) for persons with Diploma, OR At least 6 years experience in Civil field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Grade Pay of Rs.4,600 (or its equivalent) for persons with B.E./B.Tech. degree, OR At least 4 year experience in Civil field as Engineer, of which 3 year should be as <i>Assistant Engineer</i> in the Grade Pay of Rs.4,600 (or its equivalent) for persons with M.E./M.Tech. degree</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Experience in construction management</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p>
6	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in Diploma in Electrical Engineering (of 3 years duration) from a recognized State Board, OR First class (or equivalent) in B.E./B.Tech. degree in Electrical Engineering from a recognized University/Institute, OR First class (or equivalent) in M.E./M.Tech. degree in Electrical Engineering from a recognized University/Institute,</p> <p>(2) At least 9 years experience in Electrical field as Engineer, of which 8 years should be as <i>Assistant Engineer</i> in the Grade Pay of Rs. 4,600 (or its equivalent) for persons with Diploma, OR At least 6 years experience in Electrical field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Grade Pay of Rs. 4,600 (or its equivalent) for persons with B.E./B.Tech. degree, OR At least 4 year experience in Electrical field as Engineer, of which 3 year should be as <i>Assistant Engineer</i> in the Grade Pay of Rs. 4,600 (or its equivalent) for persons with M.E./M.Tech. degree</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Experience in construction management</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p>

7	<p>Essential Qualifications</p> <p>(1) First class (or equivalent) in Diploma in Electrical Engineering (of 3 years duration) from a recognized State Board</p> <p>(2) At least 3 years experience in relevant field as Engineer</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Experience in high power line installation and management</p> <p>(3) Computer literacy and experience of working with computer office applications</p>
8	<p>Essential Qualifications</p> <p>(1) B.Sc. Degree in Agriculture, Horticulture or Botany (or equivalent) with First Class, from a recognised University/Institute OR M.Sc. Degree in Agriculture, Horticulture or Botany (or equivalent) with First Class, from a recognised University/Institute</p> <p>(2) At least 05 years relevant experience in horticulture activities (including nursery management) for persons with B.Sc. Degree, OR At least 03 years relevant experience in horticulture activities (including nursery management) for persons with M.Sc. Degree</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p> <p>(2) Should have knowledge and experience of having undertaken vermin-composting of organic solid waste</p> <p>(3) Experience of working in large townships</p>
9	<p>Essential Qualifications</p> <p>(1) Bachelor's degree in any discipline</p> <p>(2) At least 5 years relevant experience</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p> <p>(2) Knowledge of office procedures, rules, Secretarial practices in Academic, Estate Management and Hospitality matters</p>
10	<p>Essential Qualifications</p> <p>(1) Bachelor's degree in any discipline</p> <p>(2) At least 2 year relevant experience</p> <p>Desirable Qualifications</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p> <p>(2) Experience in handling Establishment, Legal, Purchase, Import, Accounts and Audit matters</p>
11	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Chemistry, OR B. Tech., B.E. or B.Sc. in Chemistry, OR Diploma in Engineering of 3 years duration in Chemistry from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Competence to organize Chemistry Laboratories for Undergraduate and Post Graduate Courses</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p> <p>(3) Working experience in National Academic Institutes or Research & Development Laboratories in the subject of Chemistry</p>
12	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Computer Science, OR B. Tech., B.E. or B.Sc. in Computer Science, OR Diploma in Engineering of 3 years duration in Computer Science from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Sound Knowledge of e-governance, web-designing, development of web base application, programming and Data base management</p> <p>(2) Specialization as per requirement of Centre/Discipline/ Department</p> <p>(3) Preference will be given to the Candidates having good programming skills and working experience in Academics Institution/Larger Research Laboratories</p>
13	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Bioscience and Bioengineering field, OR B. Tech., B.E. or B.Sc. in Bioscience and Bioengineering field, OR Diploma in Engineering of 3 years duration in Bioscience and Bioengineering from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Wet Laboratory Experience</p> <p>(2) Experience in handling Biology and Chemistry Laboratory instruments</p> <p>(3) Computer Literacy and working experience in National Academic Institutes/Research and Development Laboratories</p>
14	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Chemical Engineering, OR B. Tech., B.E. or B.Sc. in Chemical Engineering, OR Diploma in Engineering of 3 years duration in Chemical Engineering from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Competence to organize Chemical Engineering Laboratories for Undergraduate and Post Graduate Courses</p> <p>(2) Should have computer literacy and experience of working with computer office applications</p> <p>(3) Working experience in national Academic Institutes or R&D Laboratories in the subject of Chemical Engineering</p>

15	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Civil Engineering, OR B. Tech., B.E. or B.Sc. in Civil Engineering, OR Diploma in Engineering of 3 years duration in Civil Engineering from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Competence in Surveying, Building Information Management Systems, Geographical Information Systems, and Geoinformatics</p> <p>(2) Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.</p>
16	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Electrical Engineering, OR B. Tech., B.E. or B.Sc. in Electrical Engineering, OR Diploma in Engineering of 3 years duration in Electrical Engineering from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Competence in Embedded Systems Design and related Programming, Digital Signal Processing and related Programming</p> <p>(3) Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.</p>
17	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Mechanical Engineering, OR B. Tech., B.E. or B.Sc. in Mechanical Engineering, OR Diploma in Engineering of 3 years duration in Mechanical Engineering from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(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</p> <p>(2) Preference will be given to the Candidates having Computer Literacy, and to those with working experience in Academic Institutes or Large Research Laboratories.</p>
18	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Metallurgical/Mechanical Engineering, OR B. Tech., B.E. or B.Sc. in Metallurgical/Mechanical Engineering, OR Diploma in Engineering of 3 years duration in Metallurgical and Materials Engineering from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Work experience in the area of materials testing and quality control.</p> <p>(2) Work experience in metallography and microstructure analysis.</p> <p>(3) Work experience in melting, casting and heat treatment processes.</p> <p>(4) Knowledge of handling furnaces, microscopes and materials testing equipment.</p> <p>(5) Basic computer literacy and experience of working with office documentation applications.</p>
19	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Physics, OR B. Tech., B.E. or B.Sc. in Physics, OR Diploma in Engineering of 3 years duration in Physics from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Competence to handle Physics laboratory instruments and good exposure and inclination towards experimental physics</p> <p>(2) Working experience in National Academic Institutes, or Research & Development Laboratories in the subject of Physics</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p>
20	<p>Essential Qualification</p> <p>(1) M.Tech., M.E., or M.Sc. in Electronics and Instrumentation, OR B. Tech., B.E. or B.Sc. in Electronics and Instrumentation, OR Diploma in Engineering of 3 years duration in Electronics and Instrumentation from a State Board</p> <p>(2) At least 2 years relevant experience</p> <p>Desirable Qualification</p> <p>(1) Competence to handle Advanced instruments for characterisation, synthesis and analysis of <i>chemical, biological, metallurgical, mechanical</i> or <i>civil</i> engineering materials, with good exposure and inclination towards experimental work</p> <p>(2) Working experience in National Academic Institutes, or Research & Development Laboratories in the said subject</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p>

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 <i>Essential Qualification and Experience</i> 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 <i>Log-in Id</i> and <i>Password</i> 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.1,000 for posts having <i>Pay Level 10</i> and above, Rs.750 for posts having <i>Pay Level 6</i> and of Rs.500 for other posts. Persons from the SC, ST, PH and Ex-Servicemen categories 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 (www.iitj.ac.in) 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 <i>Government, Semi-Government or Public Sector Undertakings</i> 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 before appearing for the Interview, provided they have sent an <i>Advance Copy</i> of the complete application form along with <i>fees receipt in original</i> .
14	The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).
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 <i>Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector</i> , should be indicated in the Application Form.
16	Outstation Applicants called for test or interview, and who qualify for the last round of selection (namely <i>interview</i>), will get reimbursement of rail fare (from the <i>Place of Residence</i> to <i>Jodhpur Railway Station</i> and back by the shortest route) as per norms of the Institute through on-line transfer (RTGS/NEFT).
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 in the application form lies with the Applicant.
18	Canvassing in any form or bringing in any influence political or otherwise, will be 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 <i>modify, withdraw or cancel</i> 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 <i>only through ONLINE</i> process up to 13 March 2018 till 05:00 PM . The hardcopy of completed application along with all relevant supporting documents and fees receipt in original must reach the Institute on or before 05:00 PM on 20 March 2018 at the address given below. Applications received after the due date shall not be considered. The envelope should be super scribed as <i>Application for the Post of _____</i> . Postal Address for sending the Application: <i>Officer In-charge</i> Office of Recruitment Indian Institute of Technology Jodhpur NH 65, Nagaur Road <u>Karwad 342037</u> Jodhpur District Phone: (0291) 280 1271 eMail: office_recruitment@iitj.ac.in