

Advertisement No. IIT Mandi/Recruitt./RNA/2017-18/09

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Indian Institute of Technology (IIT) Mandi at Kamand in Himachal Pradesh invites applications on the prescribed application form from Indian Nationals for various non-teaching posts. Detail of posts, eligibility criteria, qualification etc. is given below:-

## I. Assistant Registrar (Group A): 3 Posts (UR : 2; SC : 1).

1.	Pay scale	PB -3 (Rs. 15,600 – 39,100) with GP of Rs. 5,400/-. After five years of service as Assistant Registrar in GP of Rs. 5400/-, the incumbent will automatically move to the higher GP of Rs. 6600/- in PB 3 on the same designation on the basis of satisfactory performance.
2.	Maximum age limit	40 years but in the case of candidates from IITs and equivalent Institutions of national importance the maximum age limit is 50 years.
3.	Educational and other qualifications	<b>Essential :</b> Master's 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. <b>Experience :</b> Service Experience of five years as Superintendent in Grade Pay of Rs. 4600/- in PB 2 or equivalent post/pay. <b>Desirable :</b> i Qualification in area of Management/Engineering/ Law. ii Experience in handling computerized administration/ Legal/Store & purchase/Financial and establishment matters. iii A Chartered or Cost Accountant degree or diploma.
4.	Period of Probation	One year.
5.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	<b>Deputation/Contract :</b> Officers from the Central/State Governments Or Institute of national importance or Universities/University level Institution or PSU: (i) Holding analogous post, and (ii) Possessing educational qualification and experience as given at Sr. No. 3 above.

## II. Assistant Engineer - Civil (Group B): 1 Post (UR).

1	Pay Scale	PB-2 (Rs. 9300 – 34,800) with Grade Pay of Rs. 4,600/-.
2	Maximum age limit	35 years.
3	Educational and other qualifications.	<b>Essential:</b> (i). Bachelor Degree or Diploma in Engineering of 3 years duration in Civil from a recognized University/Institute. (ii). 5 years' experience in relevant field as Junior Engineer in PB-2 with Grade pay of Rs. 4200/- and analogous post.

4	Period of Probation.	2 years.
5	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU;
		(i)Holding analogous post, <b>and</b> (ii)Possessing educational qualification & experience as at Sr. No. 3 above.

### III. Junior Superintendent (Group B): 4 Posts (UR : 3; OBC : 1).

1.	Pay Scale	PB-2 (Rs. 9300 – 34,800) with Grade Pay of Rs. 4,200/-.
2.	Maximum age limit	35 years.
3.	Educational and other qualifications.	<b>Essential :</b> (i) Bachelor degree (Min. 55% marks) with 8 years relevant experience <b>OR</b> Master's Degree (Min. 55% marks) with 5 years relevant experience. (ii) Knowledge of office procedures, rules, computer office applications and Secretarial practices in Central Government procedures/Academic matters/Hospitality/Student affairs/ Estate Management. (iii) Accustomed to working in Computer environment.
4.	Period of Probation.	2 years.
5.	The required grades, if recruitment is to be made by deputation.	Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU; (i)Holding analogous post, <b>Or</b> Minimum 5 years service experience on a relevant position in the GP of Rs. 2800/- <b>and</b> (ii)Possessing educational qualification & experience as at Sr. No. 3 above.

### IV. Junior Superintendent Accounts (Group B): 1 Post (UR).

1.	Pay Scale	PB-2 (Rs. 9300 – 34,800) with Grade pay of Rs. 4200/-.
2.	Maximum age limit	35 years
3.	Educational and other qualifications	<b>Essential :</b> (i) Bachelor's Degree in Commerce/Accounts (Min. 55% marks) with knowledge of computer applications related to accounting. (ii) Minimum experience of 5 years as Sr. Accountant or analogous post in GP 2800/- in PB 1 of 6 <sup>th</sup> CPC <b>Or</b> Officials working in IIT system with outstanding performance as Jr. Accountant/Sr. Accountant in GP 2400/2800 for at least 05 years out of which at least 03 years as Sr. Accountant in GP 2800/-

		and analogous post or equivalent post/pay.
4.	Period of Probation	2 years.
5.	The grades, if recruitment to be made on deputation.	Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU : (i)Holding analogous post, <b>or</b> minimum 5 years service experience on a relevant position in the GP of Rs. 2800/-, (ii)Possessing educational qualification and experience as prescribed at Sr. No. 3 above, <b>and</b> (iii) Officials working in IIT system with outstanding performance as Jr. Accountant/Sr. Accountant in GP 2400/2800 for at least 05 years out of which at least 03 years as Sr. Accountant in GP 2800/- and analogous post.

### V. Physical Training Instructor (PTI) Gr. I (Group B): 1 Post(UR)

1.	Pay Scale	PB 2 (Rs. 9300 – 34,800) with Grade pay of Rs. 4200/-.
2.	Maximum age limit	35 years.
3.	Educational and other qualifications.	<b>Essential :</b> (i)Bachelor’s or Master’s Degree in Physical Education with Diploma in Coaching from any of the NIS in India, (ii) 4 years relevant coaching experience for UG Degree holder and 2 years for PG Degree holder. <b>Desirable:</b> (i) Coaching Basketball/Badminton/Lawn Tennis/Cricket/Table Tennis/Squash/Athletics. (ii) Representation at State or National level in any of the above fields.
4.	Period of Probation	2 years.
5.	The grades, if recruitment to be made on deputation/ Transfer	Officers from the Central/State Governments or Institutes of national importance or Universities/University level Institution or PSU: (i)Holding analogous post, and (ii) Possessing educational qualification and experience as prescribed at Sr. No. 3 above.

### VI. Junior Technical Superintendent (Group B) : 3 posts (UR)

1.	Pay Scale	PB-2 (Rs. 9300 – 34,800/-) with Grade Pay of Rs. 4200/-.
2.	Maximum age limit	35 years.
3.	Educational and other qualifications	<b>Essential :</b> First class Bachelor’s (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University/ Institute with minimum 5 years of experience. <b>Or</b> First class Diploma in Engineering in relevant field (Computer/Electrical/Mechanical/Office Automation) with excellent academic record with minimum 5 years’ experience. <b>Or</b> First class in Post Graduate Degree in Science with 2 years experience or BE/ B.Tech. in relevant field

		(Computer/Electrical/Mechanical/Office Automation) from a recognized University or Institute with one year experience.
4.	Period of Probation	Two years.
5.	The grades, if the recruitment is to be made by deputation/transfer.	Officers from the Central/State Governments or Institute of National importance or Universities/University level Institution or PSU: (i) Holding analogous post, and (ii) Possessing educational qualification and experience as prescribed at Sr. No. 3 above.

### VII. Senior Library Information Assistant (Group B): 1 post (OBC)

1	Pay Scale	PB-2 (Rs.9300 – 34800) with Grade Pay of Rs. 4,200/-.
2	Maximum age limit	35 years.
3.	Educational and other qualifications.	<b>Essential</b> : Postgraduate degree in Library Science from a recognized University with 02 years experience in Library/Computerization of a Library. <b>Desirable</b> : Candidates possessing (i) Higher academic qualification and/or experience and (ii) Knowledge of Library Automation and networking will be given preference.
4	Period of probation	2 years.
5	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU; (i) Holding analogous post, and (ii) Possessing educational qualification & experience as at Sr. No. 3 above.

### VIII. Junior Assistant (Group C): 9 Posts (UR : 5; SC : 3; OBC : 1)

1.	Pay Scale	PB 1 (Rs. 5200 – Rs. 20,200) with Grade Pay of Rs. 2000/-.
2.	Maximum age limit	30 years.
3.	Educational and other qualifications.	<b>Essential</b> : Bachelor's Degree (Min. 55% marks) with knowledge of computer applications with at least 1 year of relevant experience <b>Or</b> Master's Degree (Min 55% marks) with knowledge of computer applications. <b>Desirable</b> : Experience in handling Establishment matters/Legal/Purchase and Import/Accounts/Audit/Hospitality/Estate management/Transport etc.
4.	Period of Probation	Two years.

### IX. Junior Accountant (Group C): 3 Posts (UR : 2; SC : 1)

1.	Pay Scale	PB I (Rs. 5200 – 20,200) with Grade Pay of Rs. 2400/-.
2.	Maximum age limit	30 years.
3.	Educational and other qualifications	<b>Essential :</b> B. Com (Min. 55% marks) from a recognized university with knowledge of computer applications and at least 1 year of relevant working experience on Accounting Software. <b>Or</b> M.Com (Min. 55% marks) with knowledge of Computer applications and acquaintance of working experience on Accounting Software.
4.	Period of Probation	Two years.

### X. Jr. Lab Asstt. Tech. (Group C): 4 Posts (UR:1; SC:1;OBC:2)

1.	Pay Scale	PB I (Rs. 5200 – Rs. 20,200) with Grade Pay of Rs. 2400/-.
2.	Maximum age limit	30 years.
3.	Educational and other qualifications	<b>Essential :</b> (i) Diploma in relevant Engineering discipline (Computer/Electrical/Mechanical) of 3 years duration from a recognized Polytechnic/Institute <b>Or</b> B.Sc. degree (Min. 55% marks) in relevant field from a recognized university. (ii) 2 years working experience in relevant discipline. (iii) Knowledge of computer office applications.
5.	Period of Probation	Two years.

### XI. Pharmacist (Group C): 1 Post (UR).

1.	Pay Scale	PB – 1 (Rs. 5200 – Rs. 20, 200) with Grade Pay of Rs. 2800/- . On completion of two years at Institute, the incumbent will move to GP of Rs. 4200/- in PB2 on the same designation.
2.	Maximum age limit	30 years.
3.	Educational and other qualifications.	<b>Essential :</b> (i) Matriculation or equivalent; (ii) Diploma/degree in pharmacy granted by an Institute of Central/State Government or a recognized Institute by Central/State Government; (iii) Should be registered as a pharmacist under the Pharmacy Act, 1948.
4.	Period of Probation	Two years.

### XII. Driver (Group C): 1 Post (UR)

1.	Pay Scale	PB – 1 (Rs. 5200 – Rs. 20,200) with Grade Pay of Rs. 2000/-
2.	Maximum age limit	30 years.
3.	Educational and	<b>Essential :</b> (i) 10 <sup>th</sup> standard pass; (ii) Valid commercial driving

	other qualifications.	license of MUV at least, (iii) Five years experience as Driver in a similar Government office, (iv) Deployment with high dignitaries, external experts, <b>and</b> (v) English understanding
4.	Period of probation	Two years.

### XIII. Junior Attendant Multi Skilled (Group C): 1 Post (UR)

1.	Pay Scale	PB – 1 (Rs. 5200 – Rs. 20,200) with Grade Pay of Rs. 1800/-. After completion of one year the incumbent will automatically move to GP of Rs. 1900/- in PB1 but will hold the same designation.
2.	Maximum age limit	30 years.
3.	Educational and other qualifications	Essential : (i) 10 <sup>th</sup> standard pass; (ii) Five years experience as attendant or helper in a Government/Similar Government Office. Desirable : Having multiple skills such as maintaining and handling confidential official documents, maintaining office operations by receiving and distributing communications, maintaining supplies, picking up and delivering items.
4.	Period of Probation	Two years.

**N.B. :** (a) In the above details wherever used: UR, SC, OBC and PwD, PG, PB, GP, NIS and PSU stand for Unreserved (General), Scheduled Caste, Other Backward Class, Person with Disability, Post Graduation, Pay Band, Grade Pay, National Institute of Sports and Public Sector Undertaking respectively.

(b) Posts advertised for the positions of Junior Technical Superintendents in PB 2 are in the disciplines of 'Computer/Electrical/Mechanical/Office Automation' only. Post advertised for the position of Assistant Engineer/Technical Superintendent in PB-2 is in the discipline of Civil only. Similarly, posts advertised for the positions of Jr. Lab Assistants (Technical) in PB I are in the disciplines of 'Computer/Electrical/Mechanical' only. Applicants having qualification of these fields only may apply.

(c) Pay scales are under revision as per the report of 7<sup>th</sup> CPC.

(d) **The last date for submission of duly completed applications along with attested copy(ies) of certificates and application fee in the Institute will be 15.02.2018 (05.00 PM). However, hard copies of applications of the candidates who apply online till 15.02.2018 (05.00 PM) will be accepted till 22.02.2018 (05.00 PM). Thereafter, no application will be entertained even if postal delay is there.**

#### GENERAL INSTRUCTIONS TO THE CANDIDATES

1. All posts are tenable in IIT Mandi at Kamand, District Mandi, Himachal Pradesh.

2. All positions are initially on contract for a period of five years. The performance of the appointed staff shall be assessed before the expiry of their contract and only those found suitable will be offered a substantive post on completion of five years service on contract. If appointment on contract is not found satisfactory/suitable for substantive post, appointment shall be terminated on completion of the contract period. However, in case of exceptional candidates, the review can take place for offering a substantive post after completion of two years.
3. The applicants possessing minimum required or more of qualifying working experience on regular or on contract or outsourcing or projects in IITs will be given relaxation in age maximum up to 05 years. Such applicants will also have 05% marks added in their overall percentage or marks obtained by them in the qualification for the post. The candidate must have worked for the qualifying experience for full time and continuously (without any break) for the required qualifying period.
4. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience, if any, laid down in the advertisement.
5. Qualification in MBA (Finance) will be considered at par with M.Com. qualification.
6. If the requisite qualification for the post is graduation and the candidate has also qualified post graduation, higher of the percentages in any one will be considered for shortlisting.
7. Where B.Sc is mentioned BCA/B.Tech. qualifications in the relevant discipline will be considered at par for shortlisting of candidates. Similarly, where M.Sc is mentioned MCA/M.Tech. qualifications in the relevant discipline will also be considered at par for shortlisting the candidates.
8. For the post of PTI, sportspersons who have represented the State(s) at least at National level will be given relaxation in age up to maximum of 05 years in addition to relaxation in age in general instruction at Sr. No. 3 above.
9. Unreserved posts are open to eligible persons from all castes and categories to apply but benefit of reservation will be given only, if the applicant applies against reserved category post(s) only. If reserved category candidate applies against unreserved category, he/she will not be entitled for the benefits of reservation such as relaxation in age/application fee/educational qualification, etc. Category once claimed will not be allowed to be changed under any circumstances.
10. Women candidates, working in IITs, will be given relaxation up to 03 years in age over and above as mentioned in general instruction at Sr. No. 3 above.
11. The analogous experience required for a given job includes experience gained in government offices, autonomous institutions and corporate sector.

12. Institute reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason. The Institute also reserves the right to place a reasonable limit on the total number of candidates to be called for written/trade test and/or interview. The decision of the Institute in this regard will be final.
13. Incomplete applications/without relevant supporting enclosures/attachments/application fee will be out rightly rejected. Institute will not be responsible for any postal delay.
14. Applicants must clearly fill the name of post against which he/she has applied along with his/her category in the form clearly. **The last date for submission of duly completed applications along with attested copy(ies) of certificates and requisite fee in the Institute will be 15.02.2018 (05.00 PM). However, hard copies of applications of the candidates who apply online till 15.02.2018 (05.00PM) will be accepted till 22.02.2018 (05.00 PM).** Thereafter, no application will be entertained under any circumstances.
15. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.
16. Computer knowledge in relevant area and fluency in English is required for the posts listed.
17. The candidates fulfilling the laid down eligibility criteria may submit their applications on the prescribed Application Form along with testimonials and latest passport size photograph to **Registrar, IIT Mandi, Kamand – 175005 (HP)**. The envelope should be super scribed as **“Application for the post of \_\_\_\_\_.”** The application received after the due date shall not be considered.
18. The prescribed Application Forms are downloadable from the Institute website ([www.iitmandi.ac.in](http://www.iitmandi.ac.in) and link <http://oas.iitmandi.ac.in/recruitment> ). No link will be available after 15.02.2018 (05.00 PM).
19. The Institute reserves the right to (a) conduct or not to conduct written/trade tests and/or interviews for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview, (b) not to fill any of the advertised position(s), (c) fill consequential vacancies including additional posts arising at the time of interview from available candidates. The number of positions is thus open to change. The candidates should therefore, furnish details of all the qualifications and experience possessed in the relevant field over and above the essential qualifications prescribed along with documentary evidence.
20. The Institute reserves the right to screen and shortlist the applications on the basis of marks or experience or both or specialization and call only such candidates as are found



Prima facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for written/trade test and/or interview. The appointing authority can consider approving relaxation in any of the conditions in case of exceptional candidate(s).

21. No TA/DA shall be paid to the candidates for attending the written test/interview.
22. Candidates desirous of applying for more than one position (post) should send separate application for each post along with self attested copies of certificates, testimonials as required and prescribed application fee.
23. Eligibility of a candidate with regard to qualification, experience and age shall be calculated/ considered with reference to last date for receipt of applications.
24. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate(s) are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
25. The upper age limit relaxation in case of SC/ST candidates, in case of OBC candidates and in case of Persons with Disability (PwD) shall be in accordance with Government of India norms against the posts reserved for these categories only. Those seeking relaxation in age, should give reasons and proofs thereof.
26. If it is found at later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
27. The application fee of Rs. 100/- is to be paid by a Demand Draft in favour of **Registrar, Indian Institute of Technology Mandi, Kamand (HP) - 175005** payable at **State Bank of India, IIT Mandi Branch (SBIN 0013711)**. No application fee is required from the Female/SC/ST/Ex – Servicemen candidates and Persons with Disabilities (PwD). However, if SC/ST category candidates are applying against **Unreserved posts**, their applications will be entertained only if application is submitted along with prescribed fee of Rs. 100/-. Failing to do so, application will be out rightly rejected.
28. Application fee once paid shall not be refunded under any circumstances.
29. For availing the benefit of OBC category, the relevant candidates may enclose with the application form, the OBC (Non Creamy Layer) certificate issued by the competent authority not earlier than one year prior to last date for receipt of applications. The OBC certificate should be on the proforma prescribed by the Government of India.



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30. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs, etc. should route their applications through proper channel or should furnish '**No Objection Certificate**' at the time of interview.