



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute Of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/18/2018 (DR)

ONLINE applications are invited from the Indian Nationals for filling up the following posts:-

Sl. No.	Grp.	Name of the post	Deptt./ Centre/ Section/ Unit	No. of vacancies					Total	Age limit (as on the last date of Advertisement)	Pay Scale & Matrix as per 7 th CPC
				UR	SC	ST	OBC	PwD			
01.	A	Medical Officer	Hospital	02	-	-	-	-	02	40 years	Rs. 56100-177500/- Level 10 of Pay Matrix as per 7 th CPC
02.	A	Assistant Registrar	Administration	-	-	-	01	-	01	40 years	Rs. 56100-177500/- Level 10 of Pay Matrix as per 7 th CPC
03.	B	Junior Engineer (Civil)	Estate & Works	-	-	-	-	01	01	35 years	Rs. 35400-112400/- Level 6 of Pay Matrix as per 7 th CPC
04.	B	Junior Superintendent (Publication)	Publication	-	-	-	01	-	01	35 years	Rs. 35400-112400/- Level 6 of Pay Matrix as per 7 th CPC
05.	C	Library Information Assistant	Library	03	01	01	03	-	08	30 years	Rs. 29200-92300/- Level 5 of Pay Matrix as per 7 th CPC
06.	C	Junior Laboratory Assistant (Management Studies)	Management Studies	-	-	-	01	-	01	27 years	Rs. 21700-69100/- Level 3 of Pay Matrix as per 7 th CPC
07.	C	Junior Assistant (Accounts)	Administration (Non-Technical)	02	-	-	01	02	05	27 years	Rs. 21700-69100/- Level 3 of Pay Matrix as per 7 th CPC

Prescribed Minimum Qualification/ Experience:

01. Medical Officer

Essential:

M.D. or M.S. in an appropriate branch of Medicine.

OR

Postgraduate Diploma in an appropriate branch of Medicine plus at least 01 year experience in a recognized hospital.

OR

M.B.B.S. including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.

Desirable:

- (i) The above qualifications Diploma / MD / MS preferably in medicine, chest diseases, pediatrics, Obstetrics and Gynecology & family medicine.
- (ii) The work experience should be in a medical college or large Govt. / private Hospital.

02. Assistant Registrar

Essential:

A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.

Experience:

- (i) At least 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the Grade Pay of Rs. 4600/4800 or equivalent.
- (ii) Experience in handling computerized administration / financial matters.
- (iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

- (i) A degree in Law / Management / Engineering/ Actuarial Science from a recognized University/ Institute.
- (ii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).

03. Junior Engineer (Civil)

Essential:

- (i) Bachelors Degree or equivalent in Engineering (Civil Engineering) from a recognized university/Institute with at least 55% marks plus 02 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

OR

Three years Diploma in Engineering (Civil Engineering) from a recognized university/Institute (after 10+2) with at least 55% marks plus 05 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

- (ii) Expertise in using software relevant to the job profile.

Desirable:

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

04. Junior Superintendent (Publication)

Essential

- 1. Master Degree in any discipline preferably in Science from recognized university with at least 55% marks with PG Diploma in Journalism and having 01 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

OR

Bachelors Degree in any discipline preferably in Science from recognized university with at least 55% marks with PG Diploma in Journalism and having 03 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

- 2. Experience in Proof-reading / Editing in a reputed organisation. Should have knowledge of all aspects of production of journals / books / periodicals. Should be well-versed with typography and modern production processes / software involved in the production of publications like CorelDraw, Indesign, Photoshop etc. Should have ability to read proofs efficiently, give strike order and should be able to operate various currently used software for composition and typography and be able to operate "tracking changes" mode in the software currently used by the institute for publication.
- 3. Should have good command over English and Hindi language.
- 4. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

Diploma or training in printing technology.

05. Library Information Assistant

Essential

1. M.Lib.Sc. / MLISc or equivalent from recognized University/Institute with at least 55% marks.

OR

Master's Degree in Arts / Science / Commerce or any other discipline and also B.Lib.Sc. / BLISc with at least 55% marks from recognized University/ Institute.

2. At least 01 years working experience in a reputed library.
3. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

Knowledge of Library Automation activities.

06. Junior Laboratory Assistant (Management Studies)

Essential

1. Bachelor's Degree in Science or equivalent with a minimum of 55% marks from a recognized University/ Institute.

OR

Three years Diploma in Engineering / Applied Science or equivalent (after 10+2) with a minimum of 55% marks from a recognized University/Institute with one year relevant experience.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

Additional knowledge of Web Development/ Database Management/ Documentation.

07. Junior Assistant (Accounts)

Essential

1. B.Com or equivalent qualification from recognized university **with** at least 55% marks.
2. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.
3. Proficiency in typing in English / Hindi on computer and also in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

1. One year relevant experience in Finance / Accounts.
2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

GENERAL INSTRUCTIONS TO NOTE:-

- 1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- 2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
- 3) In addition to the Matrix as per 7th CPC as mentioned against each post, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.
- 4) For the post at Sl. No. 01 & 02 i.e. Group 'A' staff posts:
The minimum qualifying marks for Written & Trade Test/ Computer Test will in general be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written & Trade/ Computer Test will be called for Presentation & Interview of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).
- For the post at Sl. No. 03 to 07 i.e. Group 'B' & 'C' staff posts:
The minimum qualifying marks for Written & Trade Test/ Computer Test will be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Trade Test/ Computer Test of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).
- 5) The Institute reserves the right to select any candidate on contractual basis, if the selection committee recommends so with benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 03 years which are extendable on year-to-year basis upto 05 years. Such staff members may be considered for regularization through a duly constituted Committee for the purpose which will evaluate their performance.
- 6) Fee of Rs.500/- (Rupees five hundred only) for the posts at Sl. No. 01 & 02 (Group 'A') and Rs. 200/- (Rupees two hundred only) for Sl. No. 03 to 07 (Group 'B' & 'C') has to be paid through the recruitment portal payment gateway. The application is considered as a submitted application only after the payment of fees. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & Woman Candidates.
- 7) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test / Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the Written Test / Trade Test / Computer Test. Further, IIT Delhi also reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the Institute.
- 8) The Director, IIT Delhi reserves the rights to shortlist any deserving candidates for relevant posts as an exception. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

- 9) The Institute will conduct Written Test / Trade Test/ Computer Test for the shortlisted candidates in the phased manner.
- 10) Regular employees working in IIT Delhi & other IITs can be considered for age relaxation upto 50 years. Also, existing staff of IRD (including R&D office and Project staff, appointed through regular selections), FITT, BHM (work charged employees) and out-sourced staff of IIT Delhi who are educationally qualified and have rendered minimum five years of clean service on continuous basis will be considered eligible to a maximum of 50 years of age. Prescribed age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates, only if the post is reserved for these categories. The candidates applying against reserved posts are required to attach the self attested copy of relevant 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India. The Institute follows the central list in the case of OBC's category. For availing the benefits of Other Backward Classes, the candidates are required to produce the latest OBC non-creamy layer certificate on the prescribed proforma applicable for appointment to the posts of Central Government.
- 11) Outstation candidates called for Written Test/ Trade Test/ Computer Test/ Presentation/ Interview will be paid 2nd AC Class Railway fare in respect of Group 'A' staff post i.e. Sl. No. 01 & 02 post and 2nd Sleeper Class Railway fare in respect of Group 'B' & 'C' posts i.e. Sl. No. 03 to 07 from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
- 12) The reservations/ relaxations, if any, and the percentage thereof, for Physically Handicapped / Ex-servicemen will be as per current Central Govt. Orders.
- 13) The age of superannuation for the post at Sl.No. 01 is 65 years and 60 years for all others i.e. Sl.No.02 to 07.
- 14) (a) The candidates are required to apply **ONLINE** only from **17.11.2018 to 10.12.2018 upto 04:00 p.m.** The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay.
- (b) For submission of application through ONLINE MODE, please visit **Institute's website:**
1. Direct Link: <https://ecampus.iitd.ac.in/IITDSR-0/login>
 2. Alternatively: <http://www.iitd.ac.in/jobs-iitd/index.html>
- Also, all relevant educational qualification and experience certificates should be submitted ONLINE.
- (c) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written Test, provided they must have sent an Advance Copy.
- (d) The names of the candidates who have successfully submitted their applications would be available in the website of Institute <https://ecampus.iitd.ac.in/IITDSR-0/login> after the last date of the advertisement on the website. In case of any discrepancy/query please contact **e2recruit@admin.iitd.ac.in** within one week from the date of display of the list.
- (e) Incomplete application will be summarily rejected.
- 15) No correspondence will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/ interview, etc.