भारतीय प्रौद्योगिकी संस्थान गोवा

गोवा अभियांत्रिकी महाविद्यालय परिसर, फार्मागुड़ी, फ़ोंडा – 403401, गोवा

Indian Institute of Technology Goa

Goa College of Engineering Campus, Farmagudi, Ponda – 403401, Goa

IIT Goa

ADVERTISEMENT FOR NON-TEACHING STAFF RECRUITMENT

Advt. No. IITGoa/RECT/2021/01   Date: 27.08.2021

IIT Goa is an Institute of National Importance created by an Act of Parliament in the year 2016. IIT Goa has been steadily establishing its operations in its transit campus to provide education and research in various branches of Science & Technology. Simultaneously, master plan development and construction of permanent campus infrastructure are also in progress. The Institute is in search of bright, dynamic, experienced and qualified suitable Indian Nationals to cater to the Institute's requirement.

IIT Goa invites online applications for the following Non-Teaching Staff positions on direct recruitment basis.

Sl. No	Name of the post(s)	No. of Vacancies						Pay-Level (as per 7th CPC)
		SC	ST	OBC	EWS	UR	Total	
1.	Deputy Registrar	--	--	--	--	02*	02*	Level 12 (78800 - 209200)
2.	Assistant Registrar	--	--	01	--	02*	03*	Level 10 (56100 – 167800)
3.	Sports Officer	--	--	--	--	01	01	Level 10 (56100 – 167800)
4.	Senior Superintendent	01	--	--	--	02	03	Level 8 (47600 - 151100)
5.	Junior Superintendent	01	--	01	--	--	02	Level 6 (35400 – 112400)
6.	Junior Assistant**	01	--	--	01	01	03**	Level 3 (21700 – 69100)
7.	Assistant Sports Officer	--	--	--	--	01	01	Level 6 (35400 – 112400)
8.	Junior Library Information Superintendent**	--	--	--	--	02	02	Level 6 (35400 – 112400)

*   *Including the post(s) notified vide Advt. No. IITGoa/RECT/2019-02 dated 30.07.2019*
**   *One post each of Junior Assistant (at Sl No. 6) & Junior Library Information Superintendent (at Sl No. 8) are reserved for PwD category*

Other allowances on Basic Pay shall be paid as per Government of India rates as applicable in Ponda, Goa. NPS contribution, Medical facility to employees and dependents, LTC and Children's Education Allowance are also admissible, as per Government of India rules as applicable time to time.

	Sl. No.	Upper Age Limit	Remarks
Age limit (Post-wise)	01	50	Relaxation in age limit to reserved categories as per GOI norms**.**
	02,03	40	
	04	36	
	05,07,08	32	
	06	27	

The essential qualifications and experience for the above post(s), as per serial number are as under:

1.	**Post: Deputy Registrar (02 Posts) * (UR)** **Category of post: Group-A**	
	Essential Qualification & Experience:	1. Master's degree in relevant discipline with a minimum of 55% marks or equivalent grade point average 2. Having relevant experience of five years as Assistant Registrar or in a post in Level 10 (56100-177500) and above or equivalent. 3. Demonstrated ability to supervise computerized administration
	Desirable	1. Demonstrated knowledge of / Government of India rules and practices (FR, SR, GFR, CCS Rules etc.). 2. Experience in handling Academic Administration/ Legal/ Finance & Accounts/ Store & Purchase matters of CFTIs/ Institute of National Importance
2.	**Post: Assistant Registrar (03 posts) * (2 UR & 1 OBC)** **Category of post: Group-A**	
	Essential Qualification & Experience:	1. Master's degree or equivalent in appropriate discipline with minimum of 55% marks or equivalent grade point average. 2. Holding analogous/equivalent post OR having relevant experience of six years, out of which five years in Pay Level-6 or equivalent OR three years in Pay Level-7 or equivalent OR 1 year in Pay Level-8 or equivalent 3. Demonstrated knowledge of Academic Administration, Government of India rules and practices (FR, SR, GFR, CCS Rules etc.).
	Desirable	1. Exposure of working in the computerized administration system. 2. Experience in handling Administration & Establishment/Research & Development / Finance & Accounts/ Store & Purchase matters of CFTIs/ Institute of National Importance

3.	Post: Sports Officer (01 post) (UR) Category of post: Group-A	
	Essential Qualification & Experience:	1. Master's degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree. 2. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years would be counted towards experience.
	Desirable	1. Applicants should have specialization in at least one sport such as Hockey, Athletics, Gymnastics, Weight lifting, Swimming, Kabaddi, Football, Volleyball, Table Tennis, Cricket. N.I.S Coaching Diploma holders and medal winners in inter-university/national games will be given preference.
4.	Post: Senior Superintendent (03 Posts) (2 UR & 1 SC) Category of post: Group-B	
	Essential Qualification & Experience:	1. Masters' degree or equivalent in any discipline from a University/Institute recognized by UGC. 2. Overall 10 years' work experience in the relevant area. 3. Holding analogous/ equivalent post OR out of overall 10 years' experience, five years should be in the Pay Level-5 or equivalent OR three years in Pay Level-6 or equivalent OR one year in Pay Level-7 or equivalent. 4. The work experience should be in the areas of (i) Administration, recruitment& Establishment (ii) Finance & Accounts (iii) Auditing in Govt. accounting system /Autonomous Bodies (iv) R&D Administration & Accounts (v) Purchase & Import.
	Desirable	1. Exposure of working in the computerized administration system. 2. Working Experience in CFTIs/ Institute of National Importance
5.	Post: Junior Superintendent (02 Posts) (1 OBC & 1 SC) Category of post: Group-B	
	Essential Qualification & Experience:	1. Bachelor's degree in appropriate discipline with relevant experience of four years after the qualifying degree. For applicants with Master's degree, normal duration of Master's programme would be counted towards experience.
	Desirable	3. Exposure of working in the computerized administration system. 4. Working Experience in CFTIs/ Institute of National Importance

6.	Post: Junior Assistant (03 Posts) (1 UR, 1 EWS & 1 SC) (1 post is reserved for PwD) Category of post: Group-C	
	Essential Qualification & Experience:	1. Bachelors' degree in Arts, Science, Commerce and management.
	Desirable	1. Knowledge of computer applications and office procedure & secretarial practices.
7.	Post: Assistant Sports Officer (01 post) (UR) Category: Group-B	
	Essential Qualification & Experience:	1. Bachelor's degree in Physical Education and Diploma in Coaching from NIS with 04 years of relevant coaching experience **OR** 2. Master's degree in Physical Education and Diploma in Coaching from NIS with 02 years of relevant coaching experience
	Desirable	1. Coaching experience in Basketball/Badminton/Lawn-Tennis/Cricket/ Table Tennis/Football/Athletics 2. Representation at State or National level in any of the above fields
8.	Post: Junior Library Information Superintendent (02 posts) (1 UR & 1 UR(PwD)) Category: Group-B	
	Essential Qualification & Experience:	1. B. Lib. or B. Lib. Info. Sc. or equivalent degree with relevant experience of four years after the qualifying degree. For applicants with Master' degree in Library/Information Science or equivalent, the normal duration of Master's programme would be counted towards experience.
	Desirable	1. Exposure of working in the computerized administration system. 2. Working Experience in CFTIs/ Institute of National Importance

General Information:

1. **For the post of Deputy Registrar and Assistant Registrar:** The applicants who have successfully submitted their application against the Advt. No. IITGoa/RECT/2019-02 dated 30.07.2019 has to be updated their application through this advertisement for considering further selection process. The application fee, if any, will be waived off for such candidates. However, the crucial dates will be considered as per the current advertisement's eligibility criteria.
2. All positions up to Pay level 10 shall be filled initially on contract which shall be regularized after review of the performance as per the Institute policy.
3. Candidates desirous to apply for more than one post should apply for each post separately along with payment of application fee for each post.

4. Number of vacancies including those under reserved categories are provisional and may change. Preference will be given to "Persons with Disabilities", even where reservation is not in the advertisement, if suitable PwDs are available.

5. How to apply: Candidates possessing the requisite qualification and experience may apply online only (https://www.iitgoa.ac.in/career.php?pg=non_faculty). The online application portal will be opened on **27.08.2021** for filing online applications and the last date for closing the online application interface is **26.09.2021.** The candidates shall upload all the relevant documents in the application portal as detailed below. The proof of fee payment has to be uploaded separately.

   a. Educational qualifications Certificates in chronological order ie., SSC/10th, Intermediate /12th, Diploma, UG Degree, PG, PhD, All the years Marks lists of the minimum educational qualification prescribed for the post applied.
   b. Certificate of Date of Birth (issued by Municipality etc or Matriculation/High School/SSC certificate where date of birth is mentioned)
   c. Category certificate (SC/ST/OBC/PwD)
   d. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment)
   e. NOC from current employer if applicable.
   f. Proof of fee payment (Acknowledgement received from bank)

There is no need to send the hard copy of the application by post. The online applications without uploading the above certificates (PDF) will be treated as incomplete ones and such applications will not be considered for further process.

6. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification and experience (if any) laid down in the advertisement. The candidate should ensure that they have requisite qualification from recognized Board /University /Institute.

7. Degree should have been awarded by UGC/AICTE recognized University /Institute.

8. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application **i.e., 26.09.2021.**

9. Candidates should upload their self-attested copy of SC/ST/OBC/EWS/Disability Certificate issued by Competent Authority in the prescribed format as per Govt. of India norms along with the application form, in support of their claim. The certificates must be issued within the valid duration from the last date of online application, as per Govt. of India norms

10. For availing the benefit of OBC category, the applicant may enclose with the application form, OBC (Non Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the last date for receipt of application. The OBC Certificate should be on the proforma prescribed by the Government of India

11. Application fee (non-refundable) should be paid for each post separately as detailed below through online mode. Payments of fee from any other mode shall not be entertained. No fee will be charged from SC/ST, PwD & female candidates.

Category of post	Fee payable
Group A posts	Rs. 500/-
Group B posts	Rs. 200/-
Group C posts	Rs. 100/-

The mode of fee payment is available at application portal.

12. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC with vigilance clearance. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.

13. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade-based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process.

14. For Group-C and entry level Group-B categories of posts, the applicants shall be required to pass a test of proficiency in the relevant discipline. Final selection will be made on the basis of written test subject to qualifying test of proficiency. The Selection on other posts shall be made through a written test and/or Interview of eligible short-listed candidates.

15. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of IIT Goa in this regard shall be final.

16. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.

17. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action maybe initiated against such candidates/employees.

18. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates. The number of positions is thus open to change.

19. The certificates of work experience should be in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.

20. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
21. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test. However, all results/recruitment process shall be uploaded on recruitment page of IIT Goa website. The candidates are advised to check the Institute website on regular basis to check the status of the recruitment.
22. Online application without photograph and necessary certificates in support of age, educational qualifications and experience etc. shall not be entertained and be summarily rejected.
23. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.
24. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
25. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
26. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency. For group A Posts, the candidates called for test/ interview shall be paid to & fro 2nd AC train fare from the shortest route on production of the tickets.
27. Outstation SC/ST candidates attending the written test shall be paid to &fro second-class sleeper train fare by shortest route subject to production of tickets and caste certificate. SC/ST candidates already working in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for travelling allowance (TA).
28. All the correspondence (call letter for test, interview etc) will be posted on institute website and made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.
29. Canvassing in any form will be a disqualification.
30. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply
31. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list
32. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute/University/Research Institution. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates
33. The Institute shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated
34. For any query related to submission of online application, you may send email on: **staffrecruitment@iitgoa.ac.in**

35. All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on Institute's website. The candidates are advised to check the Institute's website on regular basis.
36. Candidates possessing the requisite qualification and experience may apply online at https://iitgoa.ac.in/ career.php?pg=non_faculty. The Online Application Interface shall be opened from **10.00 AM on 27.08.2021 to 5.30 PM on 26.09.2021**.
37. Click here to apply

Registrar