



INDIAN INSTITUTE OF TECHNOLOGY INDORE  
Khandwa Road, Simrol, Indore – 453552  
Email: recruitmentcell@iiti.ac.in

Advt. No.: IITI/Estt./NT posts-01/October,2021

Date: October 6, 2021

Applications are invited for the following regular positions at Indian Institute of Technology Indore. IIT Indore is one of the second generation IITs established by Ministry of Education, Government of India.

Sl. No.	Post	No. of Post						Pay Level as per 7th CPC
		UR	SC	ST	EWS	OBC	Total	
1	Deputy Librarian	1	-	-	-	-	1	Level: 12 (Rs. 79,800 - 2,11,500/-)
2	Workshop Superintendent	1	-	-	-	-	1	Level: 12 (Rs. 78,800 - 2,09,200/-)
3	Assistant Registrar	1	-	-	-	-	1	Level: 10 (Rs. 56,100 - 1,77,500/-)
4	Junior Superintendent	1	-	1	-	1	3	Level: 6 (Rs. 35,400 - 1,12,400/-)
5	Junior Technical Superintendent	-	1	1	1	1	4	Level: 6 (Rs. 35,400 - 1,12,400/-)
6	Physical Training Instructor	1	-	-	-	-	1	Level: 6 (Rs. 35,400 - 1,12,400/-)
7	Junior Assistant	-	3 (Backlog)	3 (Backlog)	-	1 (Backlog)	7**	Level:4 (Rs.25,500-81,100/-)
8	Junior Lab Assistant @	3	-	1 (Backlog)	1	1 (Backlog)	6*	Level:4 (Rs.25,500-81,100/-)

@6 posts of Junior Lab Assistant are to distributed among Biomedical & Biosciences Engineering-01, Civil Engineering-01, Electrical Engineering-02, and Metallurgy Engineering and Materials Science-02

\*Out of 6 posts, 1 is reserved for candidates belonging to category of Persons with Benchmark Disability (PwD) as per GOI orders.

\*\*Out of 7 posts, one post is earmarked for Rajbhasha related activities of the Institute. Which includes translation of reports, technical write-ups, implementation of Rajbhasha provision etc.

The Applicants must apply **ONLINE** through the link provided at institute's website [www.iiti.ac.in](http://www.iiti.ac.in) till **8-11-2021 (5.00 pm-IST)**. The receipt of the completed application form shall be submitted to the institute along with the self- attested copies of required documents on or before **5:00 pm (IST)** on **15-11-2021**. For further details visit Institute website [www.iiti.ac.in](http://www.iiti.ac.in)

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

**1. Deputy Librarian :01 Post (UR)**

**Qualification**: Master's Degree in Library Science / Information Science/ Documentation with at least 55% marks or its equivalent grade and a consistently good academic record.

**Experience**: 5 years' experiences as Assistant Librarian (Sr. Scale)/ College librarian (Sr. Scale)

**Pay**: Pay Level: 12 (Rs.79,800 - 2,11,500/-) (Pay Scale: Rs.15,600-39,100/- with Academic Grade Pay of Rs.8,000/- as per 6<sup>th</sup>CPC).

**Upper age limit**: 50 Years

**2. Workshop Superintendent: 01 Post (UR)**

**Qualification**: First Class in M.Tech. in Mechanical Engineering with specialization in manufacturing/ production engineering.

**Experience**: Minimum 7 years of post M.Tech. work experience in the manufacturing/production related field out of which 3 years of work experience should be in a supervisory position in the manufacturing /production related field.

**Desirable:**

Ph.D. in Mechanical Engineering with specialization in manufacturing/production

**OR**

Experience of developing a modern state of art workshop in a reputed Institute, knowledge and exposure to latest trends in different manufacturing process and machines, cutting tools and dies, CNC machines, unconventional machines and processes, plastic parts manufacturing, different types of controls, electrical and electronic repair shop etc.

**Pay**: Pay Level: 12 (Rs. 78,800 – 2,09,200/-) (Pay Scale: Rs.15,600-39,100/- with Grade Pay of Rs. 7600/- as per 6<sup>th</sup> CPC).

**Upper age limit**: 50 Years

**3. Assistant Registrar: 01 Post (UR)**

**Qualification**: Masters' Degree with at least 55% marks or its equivalent with excellent academic record.

**Experience**: 3 years administrative experience in a post carrying Pay Level 8 (Grade Pay of Rs. 4800/- as per 6<sup>th</sup>CPC) or equivalent

**OR**

5 years' experience in pay level 7 (Grade Pay of Rs. 4600/- as per 6<sup>th</sup>CPC) or equivalent

**OR**

8 years' experience in pay level 6 (Grade Pay of Rs. 4200/- as per 6<sup>th</sup>CPC) or equivalent.

**Desirable:**

- (i) Professional qualification in area of Management/ Finance & Accounts
- (ii) Experience in handling Administrative, Legal, Finance, Academic, Materials Management, Patents, Project Management, Student activities etc.

**Pay:** Pay Level: 10 (Rs. 56,100 – 1,77,500/-) (Pay Scale: Rs.,15,600-39,100/- with Grade Pay of Rs. 5400/- as per 6th CPC).

**Upper age limit:** 45 Years

**4. Junior Superintendent: 03 Posts (01-UR, 01-OBC, 01-ST)**

**Qualification:** Bachelor's Degree

**Experience:** 5 years of experience in relevant area as Junior Assistant in the Grade Pay of Rs.2000/- as per 6<sup>th</sup> CPC or equivalent.

**Pay:** Pay Level: 6 (Rs. 35,400 - 1,12,400/-) (Pay Scale: Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- as per 6th CPC).

**Upper age limit:** 40 Years

**5. Junior Technical Superintendent : 04 Posts (01-EWS,01-OBC,01-SC,01-ST)**

**Qualification:** BE/B.Tech/M.Sc./MCA

**Experience:** 5 years' experience in relevant area in the Grade Pay of Rs 2000 as per 6<sup>th</sup> CPC or equivalent.

**Pay:** Pay Level: 6 (Rs. 35,400 - 1,12,400/-) (Pay Scale: Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- as per 6th CPC).

**Upper age limit:** 40 years

**6. Physical Training Instructor: 01 Post (UR)**

**Qualification:** Bachelor's Degree in Physical Education with 03 (three) years of coaching experience.

**OR**

Master's Degree in Physical Education with 01 (one) year of coaching experience

**Desirable:-**

- (i) Work experience in IITs/NITs/IISERs/ CUs/ IISc or Premier national Educational Institute.
- (ii) 01 year Diploma in Coaching from National Institute of Sports or Institute recognized by Sports Authority of India.

**Pay:** Pay Level: 6 (Rs. 35,400 - 1,12,400/-) (Pay Scale: Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- as per 6th CPC).

**Upper age limit:** 40 years

**7. Junior Assistant : 7 Posts {01-OBC, 03-SC, 03-ST(All Backlog)}**

**Qualification:** Bachelor's Degree with knowledge of Computer Operations.

**Experience:** 02 years of relevant experience

**Desirable:** Out of seven posts of Junior Assistant, candidates having very good proficiency in Hindi, English, and other Indian Languages and Translation of English to Hindi and vice versa will be given preference for one post. Proficiency in regional languages with technical and academic reports, technical literature etc.

**Pay:** Pay Level: 4 (Rs.25,500-81,100/-)(PayScale:Rs.5,200-20,200/-with Grade Pay of Rs.2,400/- as per 6th CPC).

**Upper age limit:** 35 years

**8. Junior Lab Assistant: 6 Posts {03-UR, 01-EWS, 01-OBC (Backlog),01-ST ( Backlog)}**

**Qualification and Experience for Disciplines of Engineering:** Diploma in Engineering of three years duration in the relevant field with 02 years of relevant experience and Knowledge of computer applications.

**Qualification and Experience for Disciplines of Sciences:** Bachelor's Degree in Sciences of three years duration in relevant field with two years experience.

**Desirable:** Postgraduate degree in respective fields and experience in educational/research institutes will be preferred.

**Pay:** Pay Level: 4 (Rs.25,500-81,100/-)(PayScale:Rs.5,200-20,200/-with Grade Pay of Rs.2,400/- as per 6th CPC).

**Upper age limit:** 35 Years

@6 posts of Junior Lab Assistant are to distributed among Biomedical & Biosciences Engineering-01, Civil Engineering-01, Electrical Engineering-02, and Metallurgy Engineering and Materials Science -02

**General Instructions:**

1. The applicants must apply online at <http://iiti.ac.in/recruitments/non-teaching-recruitment> till **(8-11-2021 (5.00 pm) and printout of the application form by affixing recent pass port size photo shall be submitted to institute along with self attested copies of required documents** on or before **5.00 pm** on **15-11-2021** to the postal address mentioned below . Institute will not be responsible for any postal delay or application lost in transit.  
Recruitment Cell,  
Abhinandan Bhawan  
Indian Institute of Technology Indore,  
Khandwa Road, Simrol,  
Indore – 453552, India
2. The applicants are required to pay a non-refundable **application fee** of Rs.500/-(Rupees Five Hundred only) during the process of filling up of online application. Candidates belonging to SC/ST/PWD/Ex-Servicemen communities & women candidates are **not** required to pay application fee.
3. The applicants who had paid application fee towards Advt. No. IITI/Estt./NT posts-01/February 2020 dated 14-02-2020 and is willing to apply against this advertisement, their earlier fee will be adjusted on the submission of proper proof.
4. Candidates who have not acquired the requisite educational qualification on the closing date of receipt of application shall not apply.

5. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be communicated through the e-mail id in due course to the candidates in their registered e-mail. No separate letter (hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments in the advertisement and results.
6. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.
7. All the details furnished in the online application will be treated as final and no changes shall be entertained. The responsibility of entries in the application form lies with the applicant.
8. 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.
9. Age relaxation will be given for SC/ST/OBC (NC)/Persons with Disabilities (PWD)/Ex-Servicemen, Central Government employees as per Government of India norms. Candidates claiming age relaxation should submit their self-attested copy of relevant certificate issued by competent authority as per Government of India norms along with the application form, in support of their claim.
10. Eligibility of candidate with regard to age, qualification & experience shall be calculated/ considered with reference to last date of the online application, as per criteria specified in the advertisement.
11. Persons with Disabilities (PWD) with minimum 40% disability under the specified categories as per Government of India rules are encouraged to apply under the reservation category for the advertised posts.
12. Applicants applying for the posts reserved for OBC must enclose along with their application certificate of OBC (non- creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Government of India in this respect from time to time.
13. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per the format prescribed by Govt of India.
14. Preference and age relaxation may be considered to candidates with experience in reputed Educational Institutes or Centrally Funded Technical Institutes (CFTIs), having sound knowledge in computer applications with good working knowledge of English language.
15. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
16. Candidates are advised to attach a duly signed list of enclosures with the application form.
17. Any subsequent amendments/modifications etc. on this matter will be notified in the **institute website only** which may be referred to by the interested candidates' regularly. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the institute.
18. Institute reserves the right to not to fill up /cancel the post advertised without assigning any reason.
19. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage.

20. The Institute will have the right to consider relaxation of the conditions such as qualification, experience, age, etc., in exception cases for the any advertised post, if required.
21. The Institute reserves the right to increase/decrease the number of vacancies advertised.
22. Candidates are solely responsible for the correctness of the information in application form; as any incomplete or error in the application is liable to be disqualified at any stage of recruitment.
23. The age limit may be relaxed by 5 years in case of person serving in Central/ State Government/ Autonomous Bodies (Central/ State) having minimum experiences of 3 years of continuous service. Certificate in this regard is to be submitted.
24. Minimum requirement of experience can be relaxed by the Selection Committee in respect of exceptional qualified candidates, having experiences in reputed institute and having very good credentials.
25. **Candidates if, not found suitable for advertised position, may be offered lower position or contractual position for a period of one year.**
26. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
27. Only screened-in applicants will be called for written test / trade test/ interview as the case may be. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
28. Short-listed candidates for written test / interview and finally selected candidates only will be informed individually via e-mail correspondence on their registered e-mail apart from uploading the list of shortlisted/selected candidates on the institute website.
29. The Institute shall have the right to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
30. No TA/DA shall be paid to the candidates for attending the written test / interview.
31. Certificate(s) in support of experience(s) should be in proper format, i.e., it should be on the employer's organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
32. Candidates applying for more than one post should apply in separate application forms Separate application fees will also require to be paid (as applicable).
33. All disputes shall be to courts at Indore jurisdiction only.
34. Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
35. The candidate should send their application in an envelope superscripted clearly. **"APPLICATION FOR THE POST OF \_\_\_\_\_"** for each post separately to the postal address mentioned at point no 1 of General Instructions.

Registrar I/c