



**भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर**  
**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**Toshali Bhawan, Bhubaneswar- 751007**

**ADVERTISEMENT No. Rectt./01 /Non-Teaching/2018 Dated 09.05.2018**

IIT Bhubaneswar is an Institute of National Importance declared as such under the Institutes of Technology Act, 1961 to provide for education and research in various branches of engineering, technology, science & arts. The permanent campus of the Institute is spreading over 936 Acres of land. It is situated at the foot of Barunei Hill, which is well known for its rich historical values. The campus provides a unique serene and pollution free academic environment with all basic modern amenities. The Green Campus has a lot to provide the inmates to experience a beautiful wellness environment.

The Institute invites **ONLINE applications** from eligible Indian Nationals for the following regular and contractual Non-Teaching posts on direct and deputation basis. Posts from Sl. No. 1 to 9 are also open on deputation basis:

<b>Regular Positions</b>							
Sl. No.	Name of the post	Number of vacancies					7 <sup>th</sup> CPC Pay Matrix
		UR	SC	ST	OBC	Total	
1	Registrar	1	-	-	-	01	Pay Level-14 (₹ 1,44,200-2,18,200/-)
2	Superintending Engineer (Civil)	1	-	-	-	01	Pay Level-13 (₹ 1,23,100-2,15,900/-)
3	Assistant Registrar	1	1	-	1	03	Pay Level-10 (₹ 56,100 - 1,77,500/-)
4	Assistant Librarian	1	-	-	-	01	Pay Level 10 (As per 7 <sup>th</sup> CPC)
5	Assistant Executive Engineer (Civil)	-	-	-	1	01	Pay Level-10 (₹ 56,100 - 1,77,500/-)
6	Network Administrator	1	-	-	-	01	Pay Level-10 (₹ 56,100 - 1,77,500/-)
7	Public Relation Officer	1	-	-	-	01	Pay Level-10 (₹ 56,100 - 1,77,500/-)
8	Student Counselor	1	-	-	-	01	Pay Level-10 (₹ 56,100 - 1,77,500/-)
9	Medical Officer (Resident)	1	-	-	-	01	Pay Level-10 (₹ 56,100 - 1,77,500/-)
10	Sr. Library Information Assistant	1	-	-	-	01	Pay Level-6 (₹ 35,400- 1,12,400/-)
11	Junior Superintendent	1	-	1	-	02	Pay Level-6 (₹ 35,400- 1,12,400/-)
12	Junior Accounts Officer	1	-	-	-	01	Pay Level-6 (₹ 35,400- 1,12,400/-)
13	Horticulturist	1	-	-	-	01	Pay Level-6 (₹ 35,400- 1,12,400/-)
14	Junior Hindi Translator	1	-	-	-	01	Pay Level-6 (₹ 35,400- 1,12,400/-)
15	Junior Technical Superintendent	1	2	1	2	06	Pay Level-6 (₹ 35,400- 1,12,400/-)
16	Technician (System Administration)	1	-	-	-	01	Pay Level-4 (₹ 25,500- 81,100/-)
17	Technician (Network Administration)	1	-	-	-	01	Pay Level-4 (₹ 25,500- 81,100/-)
<b>Total</b>		16	3	2	4	25	

<b>Contractual Positions (For a period of 2 years)</b>							
Sl. No.	Name of the post	Number of Vacancies					7 <sup>th</sup> CPC Pay Matrix
		UR	SC	ST	OBC	Total	
18	Junior Technician	-	-	4	-	04	Pay Level-3 (₹ 21,700 - 69,100/-)
19	Junior Laboratory Assistant	2	1	1	-	04	Pay Level-3 (₹ 21,700 - 69,100/-)
20	Pharmacist	1	-	-	-	01	Pay Level-3 (₹ 21,700 - 69,100/-)
21	Junior Assistant	2	1	3	1	07	Pay Level-3 (₹ 21,700 - 69,100/-)
22	Driver	1	-	-	-	01	Pay Level-2 (₹ 19,900 - 63,200/-)
<b>Total</b>		6	2	8	1	17	

**N.B:**

1. The post of Registrar at Sl. No. 1 is purely on contract basis initially for a period of three years; renewable for a further period of two years or up to the age of 62 years, whichever is earlier based on performance.
2. **The posts from Sl. No. 1 to 9 are also open for on deputation basis.**
3. Two posts of Junior Assistant, two posts of Junior Technicians and one post of Junior Lab Assistant are reserved for ex-servicemen.
4. One post of Junior Assistant is reserved for PWD candidates.

**Eligibility Criteria of the Posts:**

**1. Registrar:**

Pay Level 14 (₹ 1, 44,200 – 2, 18,200/-) (Pay Scale: ₹ 37, 400-67,000/- with Grade Pay of ₹ 10,000/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale. (i) At least 15 years of experience as Assistant Professor in the AGP of ₹ 7,000/- or above or with 8 years of service in the AGP of ₹ 8,000/- and above including as Associate Professor along with experience in Educational Administration. **OR** (ii) Comparable experience in research establishment and /or other institutions of higher education **OR** 15 years of Administrative experience of which 8 years as Deputy Registrar or an equivalent post in the Grade Pay of ₹ 7,600/- as equivalent and above.

**Desirable:** Ph.D. in any discipline; PG degree in Management/ Law and/or qualifications such as CA/ICWA/LLB. Proven ability of administering a large educational Institution of national importance.

**Upper Age Limit:** 57 years

**2. Superintending Engineer (Civil):**

Pay Level-13 (₹ 1,23,100-2,15,900) (Pay Scale: ₹ 37,400-67,000/- with Grade Pay of ₹ 8,700/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** (i) Bachelor's Degree in Civil Engineering from a recognized Institute / University with 15 years of experience in execution and construction of Civil Work including Public Health and Construction Management. (ii) Holding analogous post at the same level or worked as an Executive Engineer in the Pay Band-3 [₹15, 600-39,100/-] with a Grade Pay of ₹ 6,600/- (as per 6<sup>th</sup> CPC) or equivalent for a period of at least 7 years under the Central / State Government including Govt. Autonomous Bodies / Organizations and Public Sector Undertakings.

**Desirable:** Master's Degree in Construction Management or equivalent. Work experience of implementation of a large project having layout of at least ₹150 crores or more.

**Upper Age Limit:** 50 years.

**3. Assistant Registrar:**

Pay Level-10 (₹ 56,100- 1,77,500/-) (Pay Scale: ₹15,600-39,100/- with GP ₹ 5,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:**

Master's degree with at least 55% marks or its equivalent grade and Five years of experience in Grade pay ₹ 4,200/- or equivalent OR three years experience in Grade Pay ₹4,600 / ₹4,800/- (as per 6th CPC) in one or more of the following areas: Finance and Accounts/Establishment/ Academic/ Materials Management and Import procedure under the Central Government/ Central Autonomous or Statutory Bodies/ Central Universities.

Sound knowledge of MS office applications like Word, Excel, Tally, Access and Power point etc.

**Desirable:** Familiarity and Knowledge with working procedures in a higher technological/educational Institution like IITs/IISERs/IISc/NITs and similar Central Govt. Institutions.

**Upper age Limit:** 45 years

#### **4. Assistant Librarian:**

Pay Level-10 (as per 7<sup>th</sup> CPC) (Pay Scale: ₹ 15,600-39,100/- with AGP ₹ 6,000/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience :**(i) A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidate, who are, or have been awarded Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009" including existing University level Asst Librarian in PB-3 with a Grade Pay of ₹ 5,400/- or more shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.

**Desirable:** (i) Five years working experience of computerization and networking in a reputed Academic Library.

(ii) Experience of developing and maintaining Foreign and Indian languages collection in a reputed Academic Library. (iii) Experience in IITs/IISERs/IISc/NITs and similar Central Govt. Institutions.

**Upper Age Limit:** 40 years

#### **5. Assistant Executive Engineer (Civil):-**

Pay Level-10 (₹ 56,100- 1,77,500/-) (Pay Scale: ₹ 15,600-39,100/- with GP ₹ 5,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** Bachelors Degree in Civil/ Electrical Engineering or its equivalent with at least 6 years experience in the execution and supervision of a large Civil/Electrical Works, Building construction etc. as Asst.Engineer.

**Upper age Limit:** 40 years

#### **6. Network Administrator:**

Pay Level-10 (₹ 56,100- 1,77,500/-) (Pay Scale: ₹ 15,600-39,100/- with GP ₹ 5,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** At least 55% marks in the degree (preferably BE/ B.Tech in CSE/ IT/ ECE or MCA or M.Sc/ PG diploma in computer science or equivalent). However, a First class degree is desirable. The applicant should have at least 3 years of demonstrated experience and knowledge in a reputed Organization with CCNA/ CCNP certifications and Good communication skills.

#### **Job Requirement:**

- Design, implement & manage LAN and WAN infrastructure.
- Implement Network infrastructure changes as per the requirement. Manage & maintain network firewalls. Maintain DR plan for network infrastructure.
- Coordinate with remote onsite engineers / vendors to get issue resolved.
- VPN Gateway administration
- Switch based DHCP administration (L2).
- Switch based Skills Mandatory knowledge on following: Network switches (L2 and L3) e.g. Cisco, HP, Broadcom, DELL, etc.

- Routers and Firewalls e.g. CISCO, Juniper, checkpoint, Fortinet, Sonic wall etc. configuration and trouble shooting.
- IDS and IDP administration.
- Expertise in Load Balancers.
- Evaluate, implement and monitor incoming network change requests
- Identifying, determining cause of, and correcting voice and data network performance degradation.
- Identifying potential voice/data network security risks and recommending plan to address or eliminate risks.
- Addressing and solving "multi-layer" network problems.
- Knowledge of MPLS, IP, routing protocols, Voice over IP (VoIP) etc.
- IP based exchange
- Familiar with circuits (DSx, OCx, Ethernet, SONET facilities).
- Familiar with Cisco Nexus, routers, Ethernet switches, load balancing devices, sniffers, network tools, VoIP, TDM PBX systems.

**Upper age Limit:** 35 years

#### **7. Public Relations Officer:**

Pay Level-10 (₹ 56,100- 1,77,500/-) (Pay Scale: 15600-39100/- with GP ₹ 5,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience :**(i) Post graduate degree in Mass Communication/Management with 55% marks or its equivalent grade. (ii) Minimum 5 years' experience in the field of Public Relation activities of the organization including conducting meetings/ programmes, issuing press releases and handling hospitality needs.

**Desirable:** Experience in an Institution of National Importance like IITs/IISERs/IISc/NITs or similar central Govt. institutions. Working knowledge of computer applications.

**Upper Age Limit:** 40 years

#### **8. Student Counsellor:**

Pay Level-10 (₹ 56,100- 1,77,500/-) (Pay Scale: ₹ 15,600-39,100/- with GP ₹ 5,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification and Experience:** Master's degree with more than 60% marks or a CGPA of 6.5 on a 10 point scale in the field of Psychology (Counselling, Clinical Psychology), Sociology. Candidates with Ph. D. /M.Phil. with 2 years' experience will be preferred.

**Desirable:**

- (a) Have training in counselling technique and / or any therapeutic module
- (b) Experience in Counselling students of highly competitive residential Institute of higher learning
- (c) Administrative experience in managing relevant Counselling service set-ups

#### **Job Requirement:**

The job would involve active Counselling of students largely in the 16-28 age groups, original work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute. In addition, the job also requires:

1. Targeted psychological Counselling of individuals for common conditions such as anxiety, adjustment disorder, depression, addiction etc.
2. Group therapy for certain conditions.
3. Developing and executing appropriate follow up procedure for monitoring progress.

4. Developing a standard operating procedure (SOP) to ensure a smooth operation of counselling activity including crisis management.
5. Designing and organizing of regular workshops addressing a variety of subjects such as stress management, self-esteem, test anxiety, managing mood swings, enhancing study skills, stigma attached to accessing mental health care.
6. Counselling students on different challenges faced by them at regular intervals (peer pressure, relationships, academic stress, learning to make decisions, making responsible choices, knowing when to ask help for oneself and for others, family related issues, sexuality, identity, beliefs, time management, substance abuse, physically well-being etc).
7. Training and guiding the team of student volunteers associated with counselling service.
8. Acting as a referral to the administration and hospital.
9. Performing duties including attending exigencies at all hours.

**Upper age Limit:** 40 years

**9. Medical Officer (Resident):**

Pay Level-10 (₹ 56,100- 1,77,500/-) (Pay Scale: ₹ 15,600-39,100/- with GP ₹ 5,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, **OR** Post-Graduate in an appropriate branch of Medicine plus at least one year experience in a recognized hospital, **OR** MD, or MS, in an appropriate branch of Medicine.

**Desirable:** MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, **OR** Post-Graduate in an appropriate branch of Medicine plus at least one year experience in a recognized hospital, **OR** MD, or MS, in an appropriate branch of Medicine.

**Upper age Limit:** 50 years

**10. Senior Library Information Assistant:**

Pay Level-6 (₹ 35,400- 1,12,400/-) (Pay Scale: ₹ 9,300- 34,800/- with GP ₹ 4,200/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:**(i) Master's degree in Library Science after obtaining a degree or its equivalent in General/Technical Education. (ii) At least 2 years' in a Library of repute.

**Desirable:** Diploma in computer applications /Library automation and Networking.

**Upper age Limit:** 40 years

**11. Junior Superintendent:**

Level-6 (₹ 35,400- 1,12,400/-) (Pay Scale: ₹ 9,300- 34,800/- with GP ₹ 4,200/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience: (i)** A Master's degree with 55% marks and 3 years relevant experience in Govt./semi Govt./Central autonomous bodies in the fields of academies administrations OR Establishment, Recruitment OR Store & Purchase OR Accounts & Finance.

**OR**

(ii) Bachelor's degree in any discipline with 5 years of relevant experience in Govt./Semi Govt./Central autonomous bodies in the fields of academies administration OR Establishment, Recruitment OR Store & Purchase OR Accounts & Finance.

**Desirable:** Experience in Engineering & Technical Institution of National Importance like IITs/IISERs/IISc./NITs and similar Central Govt. Institution and working knowledge in computer application like word processor, spread sheet, presentation software etc.

**Upper age limit:** 35 years

### **12. Junior Accounts Officer:**

Level-6 (₹ 35,400- 1,12,400/- ) (Pay Scale: 9,300- 34,800 with GP ₹ 4,200/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** (i) Master's Degree in Commerce with 55% marks and 3 years of relevant experiences in Govt./Semi Govt./ Central autonomous bodies in the field of accounting, auditing, Annual Account, Finance, Budgeting etc. **OR** (ii) Bachelor's Degree (10+2+3 pattern) in Commerce with Inter CA/ICWA/ICSI and knowledge of Accounting Software along with 3 years of experiences in Internal Audits/Audit works, Final Accounts, Finance, Budget **OR** (iii) Bachelor's Degree (10+2+3 pattern) in Commerce with knowledge of Accounting software and 5 years' experience in Govt./Semi Govt./ Central autonomous bodies in the field of accounting, auditing, Annual Account, Finance, Budgeting etc.

**Desirable:** Experience in Engineering & Technical Institute of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institution and working knowledge in computer application like word processor, spread sheet, presentation software etc.

**Upper age limit:** 35 years

### **13. Horticulturist:**

Level-6 (₹ 35,400- 1,12,400/-) (Pay Scale: ₹ 9,300- 34,800/- with GP ₹ 4,200/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** Bachelor's Degree in Horticulture/Agriculture/Forestry with 3 years of experience in Landscape design, development and maintenance / Observing, analyzing and treating disease of plants/ Plantation & decoration of seasonal annual flower beds / Nursery development and maintenance.

**Desirable:** (i) Experience in horticulture related field (ii) Experience in horticulture work in any reputed Engineering / Technical Institute of National Importance like IITs/ IISERs/ IISc/NITs and similar Central Government Institutions /PSUs. (iii) Working knowledge in computer.

**Upper age limit:** 35 years

### **14. Junior Hindi Translator:**

Level-6 (₹ 35,400- 1,12,400/- ) (Pay Scale: ₹ 9,300- 34,800/- with GP ₹ 4,200/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level **OR** Master's degree of recognized University or equivalent in English with Hindi as a subject at the degree level **OR** Bachelor's degree with Hindi and English as main subjects (which includes term compulsory and elective).

**Desirable:** (i) Recognized Diploma of Certificate course in translation from English to Hindi and vice-versa. (ii) Two years' experience in translation from English to Hindi and vice-versa in Central or State Government offices including Government organizations. (iii) Knowledge of operating Hindi application software packages on computer (iv) Experience in translation of technical & scientific documents

**Upper age limit:** 35 years

### **15. Junior Technical Superintendent:**

Level-6 (₹ 35,400- 1,12,400/-) (Pay Scale: ₹ 9,300- 34,800/- with GP ₹ 4,200/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** M.Sc. with 55% marks in Physics/Chemistry/Geology & Geo-Physics/Bio-Sciences with 2 years relevant experience in Government/Semi government/ Central Autonomous body **OR** B.Tech./B.E. or equivalent in Civil / Mechanical / Metallurgical & Materials /Electrical / Electronics & Communication / Computer Sciences & Engineering with 2 years relevant experience in Government/Semi government/ Central Autonomous body **OR** Bachelor's Degree (10+2+3 Patten) in Sciences with

Physics/Chemistry/Geology & Geo-Physics/Bio-Sciences/Biotech/ Environmental/ Manufacturing/ Production/ Metallurgy/ Instrumentation with 04 years relevant experience in Government/Semi government/ Central Autonomous body , **OR** MCA with 02 year experiences in Government/Semi government/ Central Autonomous body, **OR** Diploma in Engineering in Civil / Mechanical / Metallurgical & Material Electrical / Electronics & Communication / Computer Sciences & Engineering from reputed Engineering/Technical Institutions/ Industry with 4 years' relevant experience in Government/Semi government/ Central Autonomous body.

**Desirable:** Experience in laboratories of reputed Engineering/Technical Institutes of National Importance like IITs/IISERs/IISc./NITs and similar Central Govt. Institution and working knowledge in computer application, electronic instruments, repairing and maintenance of sophisticated instruments.

**Upper age limit:** 35 years

#### **16. Technician (System Administration):**

Level-4 (₹ 25,500- 81,100/-) (Pay Scale: ₹ 5,200-20,200/- with GP ₹ 2,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

#### **Minimum Qualification:**

B.Sc. (Computer Science) /3 year Diploma in Computer Science or Computer Engineering.

3-year Diploma should be recognized by the Directorate of Training and Technical Education of any State / Govt. of India.

(Candidates holding 4-year degree in Computer Science or Computer Engineering, or 3 year MCA, may apply.)

Degree should be recognized by UGC / AICTE.

Minimum 65% marks in qualifying Diploma / Degree (55% for SC/ST/PWD candidates)

**Experience:** Minimum 2-3 years relevant experience in Institute of National/International repute only

#### **Responsibilities:**

- Install hardware and software.
- Make upgrades and repairs as needed.
- Oversee digital security.
- Perform maintenance that all systems are operating.
- Collect and analyse data to optimize performance.
- Train users on hardware and software.
- Troubleshoot problems with the system.
- "Analyse and monitor server security and make recommendations or implement patches/fixes to address potential security holes"
- Research and recommend innovative, and where possible automated, approaches for system administration tasks"
- Installation, maintenance and Management of servers
- Website development and management

#### **Desirable:**

- Ability to create network diagrams and documentation for design and planning of data centre, sever room etc.
- Proven experience in IT System administration
- Experience with databases, networks (LAN, WAN) and patch management
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery
- Ability to create scripts in Python, Perl, html, php or other language
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Excellent communication and writing skills

**Upper Age Limit:** 35 years

### **17. Technician (Network Administration):**

Level-4 (₹ 25,500- 81,100/-) (Pay Scale: ₹ 5,200-20,200/- with GP ₹2,400/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

#### **Minimum Qualification:**

3 year Diploma in Electronics or Electronics and Communication or Computer Engineering.

3-year Diploma should be recognized by the Directorate of Training and Technical Education of any State/ Govt. of India.

Candidates holding 4-year degree in Electronics or Electronics and Communication Engineering/ Computer Science and Engineering/3 year MCA, may apply.

Degree should be recognized by UGC / AICTE.

Minimum 65% marks in qualifying diploma / degree (55% for SC/ST/PWD candidates)

**Experience:** Minimum 2-3 years relevant experience in Institute of National/International repute only

#### **Responsibilities:**

- Manage telecommunication needs
- Design, deploy, and administer the Wireless Infrastructure and supporting systems"
- Recommend upgrades, patches, and new applications and equipment"
- LAN/Wireless Lan installation, trouble shooting and maintenance.
- Oversee local area network and wide area network including both wired and wireless infrastructure

#### **Desirable:**

- Strong understanding of computer network infrastructure.
- Ability to implement, administer, and troubleshoot network infrastructure devices.
- Knowledge of application transport and network infrastructure protocols.
- Ability to create network diagrams and documentation for design and planning network communication systems.
- Ability to work with all levels of IT staff inside and outside the organization.
- Ability to think through problems and visualize solutions.
- Good analytical and problem-solving skills.
- Experience with local area network and wide area network administration
- Excellent communication and writing skills

**Upper Age Limit:** 35 years

### **18. Junior Technician:**

Level-3 (₹ 21,700 - 69,100/-) (Pay Scale: ₹ 5,200-20,200/- with GP ₹ 2,000/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** B.E., B.Tech. in the field of Civil/Electrical/ Mechanical/Electronic/ Computer Sciences & Engineering. **OR** 3 (Three) years Diploma in Civil/ Electrical/ Mechanical/Electronics/ Computer Sciences and Engineering in the field of Civil/ Mechanical/Electrical/Electronics & Communication/Computer Sciences & Engineering / IT / Metallurgy & Materials / Chemical with 3 years relevant experience in Government/Semi government/ Central Autonomous body **OR** ITI in 1<sup>st</sup> division or its equivalent mark from any reputed Engineering/Technical Institute with 5 years of relevant experience in Govt./Semi Govt./ Central autonomous bodies /reputed industry. Knowledge of computed application, Wiremen License/ Permit issued by Chief Instructor/Competent authority of respective states is essential for candidate with electrical specialization.

**Desirable:**(i) Experience and knowledge in computer application, electronic instruments, repairing & maintenance, handling of sophisticated instruments.(ii) Experience in laboratories of reputed Engineering/Technical Institute of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institution.

**Upper age limit:** 32 years



**19. Junior Laboratory Assistant:**

Level-3 (₹ 21,700 - 69,100/-) (Pay Scale: ₹ 5,200-20,200/- with GP ₹ 2,000/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** Bachelor's Degree (10+2+3 years pattern) in Science with Physics/Chemistry / Geology & Geo physics/ Bio Sciences/ Computer Sciences/ Geology with 2 years relevant experience in Government/Semi government/ Central Autonomous body. Good knowledge of Computer Application.

**Desirable:** Experience in laboratories of any reputed Engineering/Technical Institute of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institution experiences and knowledge in computer application and handling analytical equipment's / mechanical testing/Metallography/casting, welding and machining etc.

**Upper age limit:** 32 years

**20: Pharmacist:**

Level-3 (₹ 21,700 - 69,100/-) (Pay Scale: ₹ 5,200-20,200/- with GP ₹ 2,000/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** (i) Bachelor's Degree/Diploma in Pharmacy granted by an institution of the Central/State Govt. or an Institution recognized by Central or State Government and passed in 1<sup>st</sup> class. (ii) Should be registered as "Pharmacist" under the Pharmacy Act, 1948. (iii) 2 years relevant experience in Govt./Semi Govt./Central Autonomous Bodies.

**Desirable:** Experience in health center/hospital of any reputed Engineering/Technical Institute of National Importance like IITs/IISERs/IISc./NITs and similar Central Govt. institutions or public sector units.

**Upper age Limit:** 35 years

**21. Junior Assistant:**

Level-3 (₹21,700 - 69,100/-) (Pay Scale: ₹ 5,200-20,200/- with GP ₹ 2,000/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:** Bachelor's degree (10+2+3 pattern) with computer knowledge and key depression speed equivalent to 40 w.p.m and proficiency in office applications like Word, Excel, Power point etc. along with 2 years of relevant experience in Govt./Semi Govt./Central autonomous bodies.

**Desirable:** Experience in office procedure like maintenance of file, noting, drafting diary, organizing etc. and experience in Engineering & Technical Institutions of National Importance like IITs/ IISERs/IISc/NITs and similar Central Govt. Institutions.

**Upper age limit:** 32 years

**22. Driver:**

Level-2 (₹ 19,900 - 63,200/-) (Pay Scale: ₹ 5,200-20,200/- with GP ₹ 1,900/- as per 6th CPC) and other allowances as admissible for Central Government Employees.

**Qualification & Experience:**10th pass with Driving license of both heavy and light duty vehicles with holding batch for driving commercial vehicles and at least 10 years of driving and maintenance experience, out of which 5 years being attached to a Chief Executive Officer of any Government / Autonomous / PSU Institutions/ Educational Institutes like IIT/IISER/NISER/Central University etc.

**Upper age Limit:** 30 years

## General Instructions:

1. The candidates are required to apply through **ONLINE** process. Please visit Institute website [www.iitbbs.ac.in](http://www.iitbbs.ac.in) for online application. **The opening date of submission of online application is 10<sup>th</sup> May 2018 and closing date is 9<sup>th</sup> June 2018. The last date for receipt of hard copy of application is 19<sup>th</sup> June 2018.**
2. A printout of the online application form, duly signed in each page along with self-attested copies of all educational qualification, experience and testimonials must reach the Institute **on or before 19<sup>th</sup> June 2018**. The complete application may be sent through **Speed Post /Courier etc.** The Institute shall not be responsible for any postal delay. **Applications not received within the due date shall be rejected.** No correspondence in this regard shall be made by the Institute.
3. The applicants are required to pay a non-refundable application fee of **₹500/-**(Rupees five hundred only) through online. Candidates belonging to SC/ST/PWD/Transgender category and women candidates are not required to pay application fee.
4. Application fee once paid shall not be refunded under any circumstances.
5. The envelope containing the application should be printed with: **“Application for the post of \_\_\_\_\_ (Regular / Deputation / Contractual: *strikeout which is not applicable*)”**.
6. 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 e-mailed 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.
7. The candidates applying for any 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.
8. Age relaxation will be given for SC/ST/OBC/Persons with Disabilities (PWD)/Ex-servicemen, Central Government employee as per Government of India norms. Employees working under IIT system who are otherwise educationally qualified would be eligible for age relaxation up to 50 years of age. IIT reserves the right to relax the upper age limit in case of exceptionally meritorious / experienced candidates.
9. Eligibility of candidate with regard to qualification & experience shall be calculated/ considered with reference to last date of the online application. Due relaxation in respect of percentage of marks and experience will be given to SC/ST/OBC/PWD/Ex-servicemen candidates as per Government of India / UGC norms.
10. The shortlisted applicants shall have to appear for a test and/or interview.
11. The Institute reserves the right to: (a) conduct written and/or trade test for the post wherever the circumstances so warranted or may fix a criteria after taking into the qualification and experience of the applicants (b) not to fill all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of interview for available candidate by direct recruitment. The number of positions is thus open to change.
12. The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
13. The Institute also reserves the right to fill the posts fully or partially depending on the availability of suitable candidates without assigning any reasons thereof. Candidate not found suitable for the position applied for may be considered for a lower position.

14. Mere eligibility dose not vest any right on any candidate for being called for written test /skill test/ interview. The Institute may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
15. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates.
16. 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.
17. **Probation period for all regular positions is 2 (two) years.**
18. Candidates should submit their self attested copy of SC/ST/OBC/Disability Certificate issued by competent authority as per Govt. of India norms along with the application form, in support of their claim.
19. For availing the benefit of OBC category, the applicants may enclose with the applications form, OBC (Non Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the last date for receipt of applications. The OBC Certificate should be on the proforma prescribed by the Government of India.
20. Degree as referred above should have been awarded by a recognized University / Institute.
21. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel with vigilance clearance. However, they may send an **advance copy** of the application. 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 will not be entertained.
22. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications and experience along with the printout of online application form. **Originals should not be sent along with the application but these must be produced at the time of test/ interview for verification.** Applications incomplete in any respect, received without self attested copies of certificates, received after the due date of submission shall be summarily rejected without intimation.
23. Certificate(s) in support of experience(s) should be in proper format i.e. it should be on the 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.
24. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also be required to be sent (as applicable).
25. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhubaneswar.
26. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.

27. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application, as per criteria specified in the advertisement.
28. The Persons with Disabilities (PWD) with minimum 40% disability are eligible to apply under the reservation category. The Junior Assistant post requires these physical requirements viz. Manipulating with fingers (MF), Hearing (H), L (Lifting), Sitting (S), Seeing (SE), Standing (ST) and Walking (W) and it is suitable for one leg (OL), one arm (OA), one arm and one leg (OAL), both legs (BL), blind (B), low vision (LV), and hearing impaired (HH) PWD categories.
29. As per decision of Govt. of India, No Interview will be conducted for the Posts Sl. No. 10 to 22.
30. The candidates so selected and engaged against this advertisement in contractual positions may be regularized in the post on satisfactory performance during the contract period.
31. No interim enquiries will be entertained. However, candidates are advised to keep visiting the Institute website [www.iitbbs.ac.in](http://www.iitbbs.ac.in) for any updates in this regard.
32. Medical Officer (Resident) will have to stay in the permanent campus of the Institute.
33. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
34. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.

**Additional Instructions for candidates applying on deputation basis.**

- a. The upper age limit for appointment by deputation shall not exceed fifty-six year as on the closing date of receipt of applications.
- b. Persons in service of Govt./Autonomous/PSU should forward hard copy of application through proper channel along with vigilance clearance, attested copy of last five years ACR/APAR's .
- c. Hard Copy of application should be forwarded by the Cadre Controlling Authority.
- d. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI / DoPT vide letter No.6/8/2009-Estt (Pay II) dated 17.06.2010 and as amended from time to time.

**Application fee payment:**

- a. Application fee ₹ 500/- should be paid through online portal. Candidates who wish to apply for more than one post should pay the fee for each post separately. The fee(s) paid shall not be refunded or adjusted under any circumstances.
- b. After paying the application fee through online, the SB Collection reference number generated must be entered in the online portal and finally submit the form. Otherwise, the application will be treated as incomplete.

**Check-list of documents to be submitted along with the application.**

- i) Printout of online Application duly signed in each page.
- ii) Self-Attested copies of all certificates, Mark sheets from SSC/HSC/Matriculation onwards.
- iii) Self-Attested copies of any other relevant certificates / testimonials.
- iv) Self-Attested copies Community Certificates (SC/ST/OBC), certificates for Persons with Disabilities (PWD) & Ex-Servicemen etc. as per Govt. of India norms. In case of OBC category candidates, latest non-creamy layer certificate is essential.
- v) Self-Attested copies of experience Certificates issued by the Competent Authorities

Any difficulties relating to submission of online application may be sent to [recruitment@iitbbs.ac.in](mailto:recruitment@iitbbs.ac.in) .

Address for sending the printout of the online application is as follows:

**Address:**

**Assistant Registrar (Estt.)  
Indian Institute of Technology Bhubaneswar  
ToshaliBhawan, Satyanagar  
Bhubaneswar – 751007, Odisha  
Tel. No. 0674 – 257 6187/6186**

**Registrar**