



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/04/2018 Dated May 28, 2018

Indian Institute of Technology Kharagpur, an Institute of National Importance and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following posts:

Sl. No.	Name of the post(s)	No. of Vacancies					Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	ST	SC	OBC	Total	
1	Registrar *	1*	-	-	-	1	Level 14 of Pay Matrix ₹144200-218200/-
2	Principal Medical Officer	1	-	-	-	1	Level 13A of Pay Matrix ₹131100-216600/- + NPA as per rules
3	Senior Executive Officer Grade-I	1	-	-	-	1	Level 12 of Pay Matrix ₹78800-209200/-
4	Senior Counsellor Grade-I	1	-	-	-	1	Level 12 of Pay Matrix ₹78800-209200/-
5	Senior System Engineer Grade-I *	1*	-	-	-	1	Level 12 of Pay Matrix ₹78800-209200/-
6	Assistant Registrar *	2*	-	-	2*	4	Level 10 of Pay Matrix ₹56100-177500/-
7	Executive Officer	1	-	-	-	1	Level 10 of Pay Matrix ₹56100-177500/-
8	Medical Officer *	1*	-	-	1*	2*	Level 10 of Pay Matrix ₹56100-177500/- + NPA as per rules
9	Administrative Officer*	5*	-	-	1*	6*	Level 10 of Pay Matrix ₹56100-177500/-
Total		14	-	-	4	18	

(i) **Post at Sl. No. 1 (*)** is on Contract basis initially for a period of 3 (three) years which may be renewed up to 5 (five) years subject to evaluation of performance.

(ii) **Post at Sl. No. 5 (*)** is on Contract basis initially for a period of 3 (three) years which may be renewed up to 5 (five) years subject to evaluation of performance.

(iii) **Posts at Sl. No. 6 (*)**: 1 post (OBC Category) is regular and 3 posts (2 UR and 1 OBC Category) are purely on Contract for a period of 3 (three) years.

(iv) **Posts at Sl. No. 8 & 9 (*)** are purely on Contract basis for a period of 3 (three) years on a yearly renewal basis subject to evaluation of performance.

The qualification, experience and age limit for the above post(s) are as under:

1. Registrar

Pay Matrix Level : Level 14 of Pay Matrix ₹144200-218200/- (Pre-revised : PB4, GP ₹ 10,000/-) and other allowances as admissible

Essential Qualification :

Master's degree with at least 55% marks in aggregate from recognized and reputed universities in India/overseas or its equivalent grade of 'B' in the UGC 7 point scale and consistently good academic record.

Essential Experience :

- (i) At least 15 years' of experience in an institution of higher education of repute as Assistant Professor in Level 11 of Pay Matrix ₹68900-117200/- (Pre-revised : PB-3, AGP ₹7000) and above along with experience in educational administration or with 8 years' of service in Level 12 of Pay Matrix ₹101500-167400/- (Pre-revised: PB-3, AGP ₹8000) and above including as Associate Professor along with experience in educational administration in an institution of repute; **or**
- (ii) Comparable experience in research establishment and/or other institutions of repute; **or**
- (iii) 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar in Level 12 of Pay Matrix ₹78800-209200/- (Pre-revised: PB-3, GP ₹7600/-) and above or an equivalent post in an institution of higher education of repute.

Desirable :

- (a) Qualification in area of Management/ Engineering /Law
(b) Experience in handling computerized administration, legal, financial or establishment matters

Maximum age limit: Preferably below 57 years.

2. Principal Medical Officer

Pay Matrix Level : Level 13A of Pay Matrix ₹131100-216600/- (Pre-revised : PB4, GP ₹ 8900/-) + NPA as per rules and other allowances as admissible

Essential Qualification :

MBBS and MS/MD degrees in clinical disciplines (Gen. Medicine, Gen. Surgery, Paediatrics, Ob & Gyn, Orthopaedics, Anesthesia, Intensive Care, Preventive and Social Medicine etc) from recognized and reputed universities in India and overseas.

Essential Experience: : At least 15 years of experience as a Medical Officer in recognized hospitals out of which a minimum of 3 years experience in administrative positions as Senior Medical Officer Grade-I/Medical Superintendent/Chief Medical Officer or equivalent in Level 12 of Pay Matrix ₹78800-209200/- (Pre-revised: PB-3, GP ₹7600/-) or equivalent in Government/PSU/ Reputed private sector Hospitals of sizeable indoor/outdoor patients.

Maximum age limit: Preferably below 55 years.

3. Senior Executive Officer Grade-I

Pay Matrix Level : Level 12 of Pay Matrix ₹78800-209200/- (Pre-revised : PB-3, GP ₹7600/-) and other allowances as admissible.

Essential Qualification: Bachelor's Degree in Engineering with 1st Class or equivalent **OR** Master's Degree in other than Engineering such as Arts/Science/ etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute.

Essential Experience:

At least 8 years' working experience in the following areas of which 2 years as Senior Executive Officer Grade-II in Level 11 of Pay Matrix ₹ 67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent or at least 5 years experience as Executive Officer in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹ 5400/-) or equivalent in a reputed organisation/institution.

- Working and liasoning with students and / or corporate.
- Handling career development processes at any organisation.
- Handling large projects with multiple organisations.
- Working experience in Personnel & HR Department of any reputed organisation.

Desirable: Preference will be given to candidates possessing MBA Degree.

Competencies:

Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.

Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools.

Maximum age limit: Not exceeding 50 years.

4. Senior Counsellor Grade-I

Pay Matrix Level: Level 12 of Pay Matrix ₹78800-209200/- (Pre-revised : PB-3, GP ₹7600/-) and other allowances as admissible.

Essential Qualification & Experience: Masters degree in Psychology with specialization in clinical / social psychology with atleast 5 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute of which atleast 2 years as Senior Counsellor Grade- II or equivalent in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent **OR** atleast 5 years relevant experience as Counsellor or equivalent in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent in a reputed organisation, **OR**

M. Phil in Clinical Psychology with 1st class, along with atleast 5 years experience of which atleast 2 years as senior Counsellor Grade-II in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent, or atleast 5 years relevant experience as Counsellor Grade in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent, **OR**

MA in Clinical Psychology with 1st Class along with 6 years of relevant experience of which atleast 2 years as Senior Counsellor Grade-II in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent or atleast 5 years relevant experience as Counsellor Grade in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent.

Desirable: i) M. Phil/Ph.D. in psychology will be preferred.

ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

Maximum age limit: Not exceeding 50 years.

5. Senior System Engineer Grade-I

Pay Matrix Level: Level 12 of Pay Matrix ₹78800-209200/- (Pre-revised : PB-3, GP ₹7600/-) and other allowances as admissible.

Essential Qualification & Experience: First class ME/M.Tech/M.S. degree or equivalent in Computer Science and Engineering/ Information Technology or equivalent from a recognized University/Institute of repute and at least 6 years' of relevant experience in the relevant areas out of which 2 years in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent level **OR** First class B.E./B.Tech/M.Sc degree or equivalent in Computer Science and Engineering/ Information Technology or MCA or equivalent from a recognized University/Institute of repute and at least 8 years' of relevant experience in the relevant areas out of which 2 years in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent level.

Hands on working experience with strong background in system administration of Linux and Windows based systems and experience in installation, operation, and maintenance of large computing environments. Experience in working with one or more of centralized/networked storage systems, centralized/networked backup services, mail servers, DNS/DHCP/Proxy servers, antivirus and other security software etc. Strong troubleshooting skills.

Maximum age limit: Not exceeding 50 years.

6. Assistant Registrar

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records.

Essential Experience:

- (i) At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹ 35400-112400/- (Pre-revised : PB-2, GP ₹4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments;
- (ii) Experience in Computer System & Applications, Office Automation.

Desirable: Experience / Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores / Establishment/Personnel & HR will be preferred.

Maximum age limit: Not exceeding 35 years.

7. Executive Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Essential Qualification: Bachelor's Degree in Engineering with 1st Class or equivalent **OR** Master's Degree in other than Engineering such as Arts/Science etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute.

Essential Experience:

At least three years of relevant working experience in the following areas at supervisory level in a reputed organisation/institution.

- Working and liasoning with students and / or corporate.
- Handling career development processes at any organisation.
- Handling large projects with multiple organisations.
- Working experience in Personnel & HR department of any reputed organisation.

Desirable: Preference will be given to candidates possessing MBA Degree.

Competencies: Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.

Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools

Maximum age limit: Not exceeding 35 years.

8. Medical Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) + NPA as per rules and other allowances as admissible

Essential Qualification & Experience: MBBS degree from a reputed and recognized university with minimum 55% marks or equivalent grade point average and at least 3 years working experience after the degree in a reputed hospital in Government / PSU / Private Sector.

Desirable: (i) MD, or MS, in an appropriate branch of Medicine with atleast 1 year working experience after the degree in a reputed hospital in Government / PSU / Private Sector.

(ii) Experience in ICU, Trauma Care Unit

(iii) MCI recognized Post Graduate qualification and Computer literacy

Maximum age limit: Not exceeding 35 years.

9. Administrative Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records.

Essential Experience:

(i) At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹ 35400-112400/- (Pre-revised : PB-2, GP ₹4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments;

(ii) Experience in Computer System & Applications, Office Automation.

Desirable:

Experience in handling the human resource management, maintain electronic record system, equipment maintenance, tender process, organize meetings, coordinate to organise workshops/symposium/conferences, communicate with the external agencies like industry and other academic institutions and to handle various matters through ERP.

Preference will be given to candidates possessing MBA Degree.

Maximum age limit: Not exceeding 35 years.

General Instructions

1. Reservation for ST / SC / OBC / PWD / Ex-Serviceman as per Government of India Rules.
2. Age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD) and women candidates is applicable as per Government of India norms. Age relaxation is also applicable those are working in IIT system.
3. 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.
4. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The Institute reserves the right to offer appointment on contract/deputation basis initially for a period of 3 (three) years. Based on the assessment of performance they may be regularised in the post as per Institute's norms. However, the posts at Sl. No. 1, 5, 6, 8 & 9 are purely on Contract basis as indicated above.
6. The Institute reserves the right to offer appointment in lower position if suitable candidates are not found in a particular post as advertised.
7. The Institute reserves the right to empanel candidate(s) for future vacancies.
8. Candidates applying for more than one post should apply separately for each post.
9. Candidates should submit their SC/ST/OBCs/Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
10. Degree as referred above should have been awarded by a recognized University / Institute.

11. The relaxation in percentage of marks to the SC/ST/PWD candidates shall be applicable as per UGC/MHRD norms.
12. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will 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.
13. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
14. Candidate should submit a certificate from the employer/competent authority that no vigilance/disciplinary case is either pending or contemplated against him/her.
15. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
16. The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
17. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
18. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
19. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Written Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post.
20. To-and-fro rail fare by the shortest route being limited to AC- 2 tier for the posts SI. No. 1 to 2 and AC-3 tier for the posts SI. No. 3 to 9 will be paid only to the candidates who are called to appear before the Selection Committee/Interview.
21. Candidates possessing requisite qualification and experience are required to **apply online** (<https://erp.iitkgp.ernet.in/CAREER/auth/opening.htm>) on or before **02.07.2018** and send a signed hardcopy print out of online application on or before **02.07.2018** to "**Assistant Registrar, E-III, Indian Institute of Technology Kharagpur-721302, West Bengal, India**". **Unless the hardcopy is received, the application will not be considered. The envelope should be superscribed with the name of the post applied for.**
22. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

For any other details please contact through - **Phone:** 03222- 282139/282137, **Fax:** 03222-282020, **Email:** recsec@adm.iitkgp.ernet.in

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.

कुलसचिव/Registrar