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भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं.: /Advertisement No.: R/09/2016 Dated December 15, 2016

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 filling up of the vacancies **including backlog vacancy** for the following posts:

| Sl. No. | Name of the post(s) | No. of Vacancies | | | | | | Pay Band (PB) & Grade Pay (GP) plus admissible allowances as per the Institute norms. |
|--------------|---|------------------|----------|----------|-----------|---------------|------------|---|
| | | UR | SC | ST | OBC | PWD | Total | |
| 1 | Assistant Engineer/Assistant Architect | 1 | 0 | 0 | 0 | 0 | 1 | ₹9300-34800/- (PB-2), GP ₹4600/- |
| 2 | Executive | 5 | 1 | 0 | 2 | 0 | 8 | ₹9300-34800/- (PB-2), GP ₹4600/- |
| 3 | Junior Engineer/Junior Architect | 2 | 0 | 1 | 1 | 0 | 4 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 4 | Junior Technical Superintendent | 10 | 2 | 0 | 4 | 0 | 16 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 5 | Junior Executive | 14 | 3 | 1 | 6 | 1 (UR) | 25 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 6 | Junior Accounts Officer | 2 | 1 | 0 | 1 | 0 | 4 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 7 | Physical Training Instructor | 2 | 0 | 0 | 1 | 0 | 3 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 8 | Senior Library Information Assistant | 2 | 0 | 0 | 0 | 0 | 2 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 9 | Medical Laboratory Technician (Pathology/Radiology/Physiotherapy) | 3 | 0 | 0 | 1 | 0 | 4 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 10 | Staff Nurse | 4 | 0 | 0 | 1 | 0 | 5 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 11 | Assistant Security Officer Gr. II | 2 | 0 | 0 | 0 | 0 | 2 | ₹9300-34800/- (PB-2), GP ₹4200/- |
| 12 | Junior Technician/Junior Laboratory Assistant | 17 | 1 | 1 | 15 | 2 (1UR, 1OBC) | 36 | ₹5200-20200/- (PB-1), GP ₹2000/- |
| 13 | Junior Assistant | 2 | 0 | 0 | 4 | 0 | 6 | ₹5200-20200/- (PB-1), GP ₹2000/- |
| 14 | Security Inspector | 2 | 0 | 0 | 0 | 0 | 2 | ₹5200-20200/- (PB-1), GP ₹2000/- |
| 15 | Driver Grade-II | 2 | 0 | 0 | 1 | 0 | 3 | ₹5200-20200/- (PB-1), GP ₹2000/- |
| Total | | 70 | 8 | 3 | 37 | 3 | 121 | |

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

1. Assistant Engineer/Assistant Architect

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4600/- and other allowances as admissible.

Essential Qualification & Experience:

Diploma in Engineering of three years duration in Civil/Architecture/Electrical/Mechanical Engineering with 8 years relevant experience as Junior Engineer/Junior Architect or equivalent level.

Valid supervisory license/ certificate/ permit issued by the Chief Electrical Inspectors in case of Electrical Works or knowledge of computer applications, experience in design & estimation, construction & maintenance of buildings, etc. in case of Civil Works, Architecture and Mechanical Works.

Maximum age limit: 45 years.

2. Executive

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4600/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's Degree with 8 yrs of relevant experience as Junior Executive/Junior Superintendent or equivalent level. Knowledge of computer office application of MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

Maximum age limit: 45 years.

3. Junior Engineer/Junior Architect

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Diploma in Engineering of 3 yrs duration in Civil/Architecture/Electrical/Mechanical Engineering with 8 yrs of relevant experience as Senior Technician in the Grade Pay of ₹2800/- or in equivalent level.

Valid supervisory license/certificate/ permit issued by the Chief Electrical Inspectors in case of Electrical Works or knowledge of computer applications, experience in design & estimation, construction & maintenance of buildings, etc in case of Civil Works, Architecture and Mechanical Works.

Maximum age limit: 40 years.

4. Junior Technical Superintendent

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Diploma in Engineering of three years duration in appropriate field **or** Bachelor's Degree in Science or equivalent Degree in appropriate field with 8 years relevant experience as Senior Technician in the Grade Pay of ₹2800/- or in equivalent level. Experience and knowledge in computer application, electronic instruments, repairing & maintenance and handling of sophisticated instruments in the Workshop / Laboratory /Industry.

Maximum age limit: 40 years.

5. Junior Executive

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's degree in any discipline with 8 years of relevant experience as Senior Assistant in the Grade Pay of ₹2800/- or in equivalent level. Knowledge of computer office application of MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

Maximum age limit: 40 years.

6. Junior Accounts Officer

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's degree in Commerce with 8 years of relevant experience as Senior Assistant in the Grade Pay of ₹2800/- or in equivalent level. Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

Maximum age limit: 40 years.

7. Physical Training Instructor

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's Degree in Physical Education with 3 yrs of relevant experience in Sports & Games / Swimming / Hockey and Gymnasium at University or State or National level.

Maximum age limit: 35 years.

8. Senior Library Information Assistant

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's degree or equivalent Diploma in Library Science of a recognized University / Institute or equivalent obtained after graduation. Experience of 3 yrs in a Library / Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent.

Maximum age limit: 35 years.

9. Medical Laboratory Technician (Pathology/Radiology/Physiotherapy)

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

(i) Bachelor's degree in Science or equivalent from a recognized University/Institute (ii) Candidate should possess Diploma in Medical Laboratory Technology from a recognized Institute. (iii) Must possess at least four (04) years relevant experience in a Medical Laboratory/and worked in reputed Hospital or diagnostic Centre after completion of the course.

OR

(i) Bachelor's degree in Science or equivalent from a recognized University/Institute. (ii) Candidate should possess Diploma in Radiography from a recognized Institute. (iii) Must possess at least four (04) years relevant experience in a Medical Laboratory/and worked in reputed Hospital or diagnostic Centre after completion of the course.

OR

(i) Bachelor's Degree in Physiotherapy (BPT) from recognized University/Institute with four (04) years relevant experience in a reputed centre after completion of the course.

Maximum age limit: 35 years.

10. Staff Nurse

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Intermediate, OR Sr. Secondary (10+2) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery. Desirable: 1 year experience in a hospital recognized by the Central or State Nursing Council.

Those possessing degree in Nursing may be granted two advance increments in the scale of pay.

Maximum age limit: 35 years.

11. Assistant Security Officer Gr. II

Pay Band and Grade Pay: ₹9300-34800/- (PB-2) with Grade Pay (GP) ₹4200/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's Degree with 8 yrs relevant experience as Senior Security Inspector in the Grade Pay of ₹2800/- or in equivalent.

Should have Military or NCC & Fire fighting training. Ex-serviceman with armed license would be preferred.

Be able to ride light vehicles/motor cycle and handle fire arms + having sound health and active habits.

Maximum age limit: 40 years.

12. Junior Technician/Junior Laboratory Assistant

Pay Band and Grade Pay: ₹5200-20200/- (PB-1) with Grade Pay (GP) ₹2000/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's Degree in Science or equivalent in appropriate field **OR** Diploma in Engineering of three years duration in appropriate field.

Wiremen License / Permit issued by Chief Electrical Inspector / Competent Authority of respective State is essential for candidates with electrical specialization.

Desirable: Experience and knowledge in computer application, electronic instruments, repairing & maintenance and handling of sophisticated instruments.

Maximum age limit: 30 years.

13. Junior Assistant

Pay Band and Grade Pay: ₹5200-20200/- (PB-1) with Grade Pay (GP) ₹2000/- and other allowances as admissible.

Essential Qualification & Experience:

Bachelor's degree in any discipline, Computer key depression speed equivalent to 40 WPM, knowledge of MS Word, MS Excel etc., exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

Maximum age limit: 30 years.

14. Security Inspector

Pay Band and Grade Pay: ₹5200-20200/- (PB-1) with Grade Pay (GP) ₹2000/- and other allowances as admissible.

Essential Qualification & Experience:

Senior/Higher Secondary Pass with minimum 8 yrs of experience in relevant field. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred.

Maximum age limit: 30 years.

15. Driver Grade-II

Pay Band and Grade Pay: ₹5200-20200/- (PB-1) with Grade Pay (GP) ₹2000/- and other allowances as admissible.

Essential Qualification & Experience:

Secondary with Driving license of both heavy and light duty vehicles with 3 yrs of driving and maintenance experience, OR, Secondary pass with ITI course with license for both heavy and light duty vehicles with 2 yrs of relevant experience.

Maximum age limit: 30 years.

General Instructions

1. Reservation for ST / SC / OBC / PWD etc. as per Government of India Rules.
2. Age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD)/Ex-Serviceman 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 Central 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 number of vacancies may be increased depending upon Institute's requirement.

6. The Institute reserves the right to offer appointment on contract 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.
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. Mere eligibility will not vest any right on any candidate for being called for Written/Trade Test. 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. Canvassing in any manner would entail disqualification of the candidature.
12. 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 at the time of Written/Trade Test. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
13. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.
14. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
15. The Institute reserves the right to call only the requisite number of candidates for Written/Trade Test after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
16. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
17. Any dispute with regard to the selection / recruitment process will be subject to Courts having jurisdiction over Kolkata.
18. To-and-fro rail fare by the shortest route being limited to second sleeper class will be paid to all the SC/ST/PWD candidates to attend the Written/Trade Test.
19. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **31.01.2017**.
20. Candidates possessing requisite qualification and experience are required to **apply online** (<https://erp.iitkgp.ernet.in/CAREER/auth/opening.htm>) on or before **31.01.2017** and send a signed hardcopy print out of online application on or before **31.01.2017** 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.**
21. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

For any other details please contact through - **Phone:** 03222- 282135/282137, **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