



**भारतीय प्रौद्योगिकी संस्थान खड़गपुर**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**

**विज्ञापन सं./Advertisement No.: R/09/2018 Dated November 05, 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	Deputy Registrar	1	-	-	-	1	Level 12 of Pay Matrix ₹78800-209200/-
2	Senior Medical Officer Grade-I (Psychiatry)	1	-	-	-	1	Level 12 of Pay Matrix ₹78800-209200/- + NPA as per rules
3	Law Officer	1	-	-	-	1	Level 10 of Pay Matrix ₹56100-177500/-
4	Medical Officer *	-	-	-	1*	1*	Level 10 of Pay Matrix ₹56100-177500/- + NPA as per rules
<b>Total</b>		<b>3</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>4</b>	

(\*) Post at **Sl. No. 4** is 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. Deputy Registrar**

**Pay Matrix Level :** Level 12 of Pay Matrix ₹78800-209200/- 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) Nine (9) years' of experience as Assistant Professor in Level-10 of Pay Matrix ₹57700-98200/- (Pre-revised: PB-3, AGP ₹6000/-) and above in a reputed organisation with experience in educational administration, or

(ii) Comparable experience in research establishment and / or other institutions of higher education, or

(iii) 5 years' of administrative experience as Assistant Registrar in Level-10 of Pay Matrix ₹56100-177500/- (Pre-revised: PB-3, GP ₹5400/-) or in an equivalent post in IITs / University System / Research Institute / Central Government Departments.

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

**Maximum age limit:** Not exceeding 50 Years.

**2. Senior Medical Officer Grade-I (Psychiatry)**

**Pay Matrix Level :** Level 12 of Pay Matrix ₹78800-209200/- + NPA as per rules and other allowances as admissible

**Essential Qualification & Experience:** MD (Psychiatry)/DNB (Psychiatry) or equivalent with two years' post PG experience as Senior Medical Officer Grade-II (Psychiatry) or equivalent level in a reputed hospital in Level-11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent.

**Desirable:** MCI recognized Post Graduate qualification and Computer literacy having considerable experience in Clinical Work of Inpatient and Outpatient Psychiatric Services.

**Maximum age limit:** Not exceeding 50 Years.

### 3. Law Officer

**Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible

**Essential Qualification:** Degree in Law from a recognized University/Institute of repute.

**Essential Experience:** Should have adequate practical education and experience for atleast 3 years especially in the required field of legal work, IPR claim submission and monitoring.

**Maximum age limit:** Not exceeding 35 years.

### 4. Medical Officer

**Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- + 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.

### 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 may 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 post at Sl. No. 4 is purely on Contract basis as indicated above.
6. Candidates applying for more than one post should apply separately for each post.
7. 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.
8. Degree as referred above should have been awarded by a recognized University / Institute.
9. The relaxation in percentage of marks to the SC/ST/PWD candidates shall be applicable as per UGC/MHRD norms.
10. 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.
11. 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.
12. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.

13. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
14. The Institute reserves the right to call only the requisite number of candidates for Screening Test/ Interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
15. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
16. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
17. 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.
18. To-and-fro rail fare by the shortest route being limited to AC-3 tier will be paid only to the candidates who are called to appear before the Selection Committee/Interview.
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. **30.11.2018**.
20. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in>>> **Quick Links >> Non-Teaching Positions**] on or before **30.11.2018** and send a signed hardcopy print out of online application to "**Assistant Registrar (E-III), Indian Institute of Technology Kharagpur-721302, West Bengal, India**". The last date for receipt of hard copy of application is **10.12.2018**. 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- 282139/282135/282137, **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