



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/12/2017 (E)

SPECIAL DRIVE TO FILL-UP THE POSTS UNDER SC/ST/OBC/PWD CATEGORIES OF STAFF

Online applications are invited from the Indian Nationals for filling up the Backlog Reserved Vacancies:-

Sl. No.	Name of the post	Deptt./ Centre/ Section/ Unit	Group	No. of vacancies					Age Limit (as on the last date of Advertisement)	Pay scale
				SC	ST	OBC	PwD	Total		
01.	Junior Engineer (Civil)	Works Organisation	B	-	-	-	01 (OH*)	01	35 years	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
02.	Junior Technical Superintendent	Technical Cadre posts for Deptts. / Centre	B	01	02	02	-	05	35 years	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
03.	Junior Superintendent	Administration cadre posts (Non-Technical)	B	02	01	04	-	07	35 years	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
04.	Junior Accounts Officer									
05.	Junior Superintendent (Publication)	Publication Cell	B	-	-	01	-	01	35 years	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
06.	Senior Mechanic / Sr. Laboratory Assistant	Technical Cadre posts for Deptts. / Centre	C	04	02	07	-	13	30 years	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-
07.	Assistant Mess Manager	Administration cadre posts (Non-Technical)	C	05	04	14	-	23	30 years	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-
08.	Junior Assistant								27 years	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-
09.	Junior Assistant (A/cs)								27 years	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-
10.	Jr. Laboratory Assistant	Technical cadre posts of the institute in the area of Mechanical Engineering, Management Studies and Chemistry	C	01	-	03	-	04	27 years	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-

* Orthopaedically Handicapped

PRESCRIBED MINIMUM QUALIFICATION / EXPERIENCE:

01. Junior Engineer (Civil)

Essential:

- (i) Bachelors Degree or equivalent in Engineering (Civil Engineering) from a recognized university/Institute with at least 55% marks plus 02 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

OR

Three years Diploma in Engineering (Civil Engineering) from a recognized university/Institute (after 10+2) with at least 55% marks plus 05 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics & Communication Engineering backgrounds may also be considered subject to requirement.

- (ii) Expertise in using software relevant to the job profile.

Desirable:

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

02. Junior Technical Superintendent

- (i) Master Degree in Science/Computer Science or B.E/ B.Tech with a minimum of 55% marks from a recognized University/ Institute with one year relevant experience in the Grade Pay of Rs. 2800 or equivalent.

OR

Bachelor's Degree in Science/ Computer Science with a minimum of 55% marks from a recognized University/Institute with three years relevant experience in the Grade Pay of Rs. 2800 or equivalent.

OR

Three years Diploma in Engineering (after 10+2) with a minimum of 55% marks from a recognized University/ Institute with four years relevant experience in the Grade Pay of Rs. 2800 or equivalent.

- (ii) Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

03. Junior Superintendent

Essential

1. Master Degree in any discipline from recognized university with at least 55% marks with 01 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

OR

Bachelors Degree in any discipline from recognized university with at least 55% marks with 03 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

2. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

PG Diploma in relevant disciplines like Human Resource, Labor Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.

04. Junior Accounts Officer

Essential

1. M.Com. or equivalent qualification from recognized university with at least 55% marks with 01 year experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

OR

B.Com. or equivalent qualification from recognized university with at least 55% marks with 03 years experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

2. Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS.
3. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

- (i) Higher Degree / PG Diploma in relevant disciplines like Human Resource, Labour Laws, and Financial Management etc from recognized institute.
- (ii) ICWA/CFA (Intermediate)
- (iii) CA in Intermediate

05. Junior Superintendent (Publication)

Essential

1. Master Degree in any discipline preferably in Science from recognized university with at least 55% marks with PG Diploma in Journalism and having 01 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

OR

Bachelors Degree in any discipline preferably in Science from recognized university with at least 55% marks with PG Diploma in Journalism and having 03 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

2. Experience in Proof-reading / Editing in a reputed organisation. Should have knowledge of all aspects of production of journals / books / periodicals. Should be well-versed with typography and modern production processes / software involved in the production of publications like CorelDraw, Indesign, Photoshop etc. Should have ability to read proofs efficiently, give strike order and should be able to operate various currently used software for composition and typography and be able to operate "tracking changes" mode in the software currently used by the institute for publication.
3. Should have good command over English and Hindi language.
4. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

Desirable:

Diploma or training in printing technology.

06. Senior Laboratory Assistant / Senior Mechanic

1. Master Degree in Science/ Computer Science or B.E/ B.Tech with a minimum of 55% marks from a recognized University/Institute.

OR

Bachelor's Degree in Science or equivalent with a minimum of 55% marks from a recognized University/ Institute with two years relevant experience in the Grade Pay of Rs. 2000 or equivalent.

OR

Three years Diploma in Engineering (after 10+2) with a minimum of 55% marks from a recognized University/ Institute with three years relevant experience in the Grade Pay of Rs. 2000 or equivalent.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Powerpoint or equivalent is a must.

07. Assistant Mess Manager

Essential

1. Degree in Hotel Management or equivalent with at least 55% marks from a recognized University / Institute with at least 02 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.
2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

08. Junior Assistant

Essential

1. Bachelors Degree in any discipline from recognized university with at least 55% marks.
2. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.
3. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

Desirable:

One year relevant experience.

09. Junior Assistant (Accounts)

Essential

1. B.Com or equivalent qualification from recognized university with at least 55% marks.
2. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.
3. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

1. One year relevant experience in Finance / Accounts.
2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

10. Junior Laboratory Assistant

Essential

1. Bachelor's Degree in Science or equivalent with a minimum of 55% marks from a recognized University/ Institute.

OR

Three years Diploma in Engineering / Applied Science or equivalent (after 10+2) with a minimum of 55% marks from a recognized University/Institute with one year relevant experience.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

(For Mechanical Engineering area posts) At least 2 years experience in installation, running and maintenance of diesel and petrol engines, overhauling and repair of engines and dynamometers and engine instrumentation. **OR** At least 2 years experience in Rapid Prototyping (RP). Must be capable of using CAD software, Capable of using software for data preparation for RP, experience of operation and maintenance of Rapid Prototyping machine and Post Processing of parts produced by Rapid Prototyping.

(For Management Studies area posts) Additional knowledge of Web development / Data base Management / Documentation.

(For Chemistry area posts) One year experience of handling analytical instruments such as IR, UV-VIS, NMR spectrometers in industry, University or equivalent or research Institute of repute.

GENERAL INSTRUCTIONS:-

- 1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post.
- 2) Good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- 3) In addition to the Pay Band / Grade Pay as above, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Scale.
- 4) The minimum qualifying marks for Written & Trade Test/ Computer Test will be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Trade Test/ Computer Test of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).
- 5) Mentioned age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates. The candidates applying against these reserved posts are required to attach the attested copies of relevant certificates including 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India. The Institute follows the central list in the case of OBC's.
- 6) For employees of IITs who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for these posts.
- 7) The Institute reserves the right to select any candidate on contractual basis, if the selection committee recommends so with such benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 03 years which are extendable on year-to-year basis, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent may be considered based on their performance by a Committee, on satisfactory services rendered by them.
- 8) Fee of Rs.50/- (Rupees fifty only) for OBC category has to be paid through SBI I-Collect against the Advertisement number E-II/12/2017 (E) the link for which is provided inside the portal. Once the fee is submitted through SBI I-Collect the candidates are requested to enter the I-Collect reference number, payment date and amount in the IIT Delhi recruitment portal. Then only the system would allow the candidate to do final submit. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST & PwD category.

- 9) The relaxations and concessions for Physically Handicapped will be as per current Central Govt. Orders.
- 10) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test /Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the Written Test / Trade Test/ Computer Test. Further, IIT Delhi also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.
- 11) Institute will upload the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests / interview. The candidate may visit the link (<http://www.iitd.ac.in/content/non-academic>) in their own interest and refer to any updates, posted their time-to-time.
- 12) In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.
- 13) The Institute will conduct Written Test / Trade Test/ Computer Test for these posts and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be considered.
- 14) Outstation candidates called for Written Test/ Trade Test/ Computer Test for these posts will be paid 2nd Sleeper Class Railway Fare from the place of duty/residence to Delhi and back by the shortest route. The reimbursement will be made through Demand Draft or the amount admissible may be transferred to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
- 15) The age of superannuation for all the posts is 60 years.
- 16) (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. on 25.11.2017 to 11.12.2017 upto 05:00 p.m.**
 - (b) For submission of application through ONLINE MODE, please visit **institute's website:** <https://recruit.iitd.ac.in/recruitEII>
 - (c) The print out of the completed signed application along with prescribed fee and all relevant educational and experience certificates **duly self attested** must reach the institute **on or before 21.12.2017 by Post**. The envelope, containing complete application, should be super-scribed as "**Application for the post of _____**" and must be sent to **Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016.**
 - (d) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application along with all relevant supporting documents **duly self attested** THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written Test, provided they must have sent an Advance Copy.
 - (e) Candidates who have successfully submitted their applications have to ensure that their name appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have paid the fees and successfully submitted the application their name would appear in the list. If there is any discrepancy/query please contact **ar_e2@admin.iitd.ac.in** within one week from the date of display of the list.
 - (f) Incomplete application will be summarily rejected.