



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/06/2018 Dated July 30, 2018

Indian Institute of Technology Khharagpur is 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 including backlog vacancies:

Sl. No.	Name of the post(s)	No. of Vacancies						Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	SC	ST	OBC	PWD	Total	
1	Junior Executive (*)	17*	6	2	7	2 (UR)	34	Level 6 of Pay Matrix ₹35400-112400/-
2	Junior Accounts Officer	2	1	0	0	0	3	Level 6 of Pay Matrix ₹35400-112400/-
3	Junior Engineer (Civil)	2	0	1	4	0	7	Level 6 of Pay Matrix ₹35400-112400/-
4	Senior Library Information Assistant	3	1	0	1	0	5	Level 6 of Pay Matrix ₹35400-112400/-
5	Physical Training Instructor	3	0	0	1	0	4	Level 6 of Pay Matrix ₹35400-112400/-
6	Staff Nurse	6	1	1	1	0	9	Level 6 of Pay Matrix ₹35400-112400/-
7	Assistant Security Officer Grade-II	2	0	0	1	0	3	Level 6 of Pay Matrix ₹35400-112400/-
8	Driver Grade-II	1	1	0	0	0	2	Level 3 of Pay Matrix ₹21700-69100/-
9	Security Inspector	2	0	0	1	0	3	Level 3 of Pay Matrix ₹21700-69100/-
<b>Total</b>		<b>38</b>	<b>10</b>	<b>4</b>	<b>16</b>	<b>2</b>	<b>70</b>	

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

### 1. Junior Executive

**Pay Matrix Level :** Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

**Essential Qualification and Experience :** Bachelor's Degree in any discipline with 3 years of relevant experience and knowledge of computer office applications such as MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc.

\* 1 post is for the Rajbhasha Vibhag of the Institute with the following desirable qualification :

- Bachelor's Degree with Hindi and English as main subjects (which includes term compulsory and elective).
- Recognized Diploma of Certificate course in translation from English to Hindi and vice-versa.
- Three years' experience in translation from English to Hindi and vice-versa in Central or State Government offices including Government organisations.
- Knowledge of operating Hindi application software packages on computer.
- Experience in translation of technical & scientific documents.

**Maximum age limit:** Not exceeding 30 years.

### 2. Junior Accounts Officer

**Pay Matrix Level :** Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

**Essential Qualification and Experience :** Bachelor's Degree in Commerce or BBA (finance) or MBA (finance) with 3 years of relevant experience.

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:** Not exceeding 30 years.

### 3. Junior Engineer (Civil)

**Pay Matrix Level :** Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

**Essential Qualification and Experience :** Bachelor of Engineering in Civil or equivalent with 2 years of relevant experience or Diploma in Civil Engineering of three years duration with 3 years of relevant experience.

Knowledge of Computer applications, experience in Design & Estimation, Construction & Maintenance of buildings etc.

**Maximum age limit:** Not exceeding 30 years.

#### **4. Senior Library Information Assistant**

**Pay Matrix Level :** Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

**Essential Qualification and Experience :** Bachelor's Degree in Library Science/Library and Information Science or equivalent of a recognised University / Institute with 3 years of professional experience in a Library or a Library under Central/State/Autonomous or Statutory Organization/PSU/University or recognized Research or Educational Institution.

**Desirable :** One year certificate in computer application from a recognised Institution or equivalent.

**Maximum age limit:** Not exceeding 30 years.

#### **5. Physical Training Instructor**

**Pay Matrix Level :** Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

**Essential Qualification and Experience :** Bachelor's Degree in Physical Education with 3 years of relevant experience in Sports & Games/Swimming/Hockey/Gymnasium/Volleyball/Badminton/ Weightlifting/Tennis/ Table Tennis /Athletics and Squash at university or State or National level.

**Maximum age limit:** Not exceeding 30 years.

#### **6. Staff Nurse**

**Pay Matrix Level :** Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

**Essential Qualification and Experience :** Intermediate or Senior / Higher 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 recognised by the Central or State Nursing Council with 3 years Nursing experience in a recognized Hospital.

Those possessing Degree in Nursing may be considered for relaxation of experience.

**Maximum age limit:** Not exceeding 30 years.

#### **7. Assistant Security Officer Grade-II**

**Pay Matrix Level :** Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

**Essential Qualification and Experience :** Bachelor Degree with minimum 3 years of relevant experience. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred.

Be able to ride light vehicle/motor cycle and handle fire arms.

**Maximum age limit:** Not exceeding 30 years.

#### **8. Driver Grade-II**

**Pay Matrix Level :** Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

**Essential Qualification and Experience :**

- a) Secondary Pass with Driving License of both heavy and light duty vehicles with 3 years of driving and maintenance experience ,OR
- b) Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 2 years relevant experience.

**Maximum age limit:** Between 18 and 25 years

#### **9. Security Inspector**

**Pay Matrix Level :** Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

**Essential Qualification and Experience :**

Senior / Higher Secondary (10+2) pass with minimum 3 years experience in relevant field. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred.

**Maximum age limit:** Between 18 and 25 years

## General Instructions

1. Reservation for SC / ST / 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. The candidate applying for any post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
12. 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.
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 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.
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. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
16. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
17. 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.
18. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
19. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
20. To-and-fro rail fare by the shortest route being limited to second sleeper class will be paid to all SC/ST/PWD candidates to attend the Trade Test only.
21. 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. **14/09/2018**.
22. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in> >> **Quick Links >> Non-Teaching Positions**] on or before **14/09/2018** 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 28/09/2018. Unless the hardcopy is received, the application will not be considered. The envelope should be superscribed with the name of the post applied for.**
23. 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.ac.in](mailto:recsec@adm.iitkgp.ac.in)

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

कुलसचिव/Registrar