



भारतीय प्रौद्योगिकी संस्थान रोपर
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Advt. No. 157 /2019

Indian Institute of Technology Ropar, an institute of national importance, is in search of suitable Indian nationals for appointment to following non-teaching posts on Direct Recruitment / Deputation / Contract basis in the pay level (as per 7th CPC) indicated against each:

| Code No. | Name of the Post | Pay Level | No. of Vacancies | | | |
|----------|--------------------|-------------------------------------|------------------|-------|-----|-------|
| | | | UR | SC/ST | OBC | Total |
| 1. | Deputy Registrar | Pay Level- 12 (Rs. 78800-209200) | 01 | - | 01 | 02 |
| 2. | Security Officer | Pay Level-10 (Rs.56100-177500) | 01 | - | - | 01 |
| 3. | Technical Officer | Pay Level-10 (Rs.56100-177500) | 02 | - | - | 02 |
| 4. | Sanitary Inspector | Pay Level-6 (Rs. 35400-112400) | 01 | - | - | 01 |

Last date of submission of online application forms is 19.11.2019 upto 5:00 pm. For details regarding educational qualification, experience and general conditions, please visit the institute website <http://www.iitrpr.ac.in/staff-positions>.

REGISTRAR



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Advt. No.157/2019

Applications are invited from the eligible candidates for the following non-teaching posts on Direct Recruitment / Deputation / Contract basis in the Pay Level indicated against each:-

| Code No. | Name of post | Pay Level | No. of Posts/ Category | Group | Requisite qualifications/experience(s) |
|----------|------------------|------------------------------------|------------------------|-------|--|
| 1. | Deputy Registrar | Pay Level-12 (Rs. 78800-209200) | 01-UR 01- OBC | 'A' | <p>Essential: Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p>Experience: At least 9 Years' experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years' of administrative experience as Assistant Registrar or equivalent post in the GP of Rs. 5400 and above. Experience in handling computerized administration / financial matters.</p> <p>Desirable: i) A degree in Law / Management / Engineering from a recognized University/ Institute. ii) Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Deputy Registrar (Accounts / Audit).</p> <p>Age Limit: Preferably below 50 years</p> |
| 2. | Security Officer | Pay Level-10 (Rs.56100-177500) | 01-UR, | 'A' | <p>Essential: i) Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelors degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 06 years relevant experience. OR A Bachelor's degree from a recognized University/Institute with at least 55% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years experience in the Grade Pay of Rs. 4600/- or its equivalent in the Police or in a big security organization.</p> <p>ii) Should be able to ride motor cycle, motor car and handle fire arms iii) Should be of sound health and active habits. iv) Should be conversant with security rules and procedures to deal with Police and the Public.</p> |

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|----|-------------------|---------------------------------------|-------|-----|--|
| | | | | | <p>Desirable:</p> <p>i) Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.CA etc. from recognized University/ Institute.</p> <p>Age Limit: Preferably below 40 Years</p> |
| 3. | Technical Officer | Pay Level-10 (Rs.56100-177500) | 02-UR | 'A' | <p>1. Central for Research Facilities (UR-01)</p> <p>M. Tech Degree in Electrical & Electronics Engineering or Instrumentation with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience on sophisticated Analytical Equipments in the Grade Pay of Rs. 4600/ 4800/ or equivalent.</p> <p style="text-align: center;">OR</p> <p>Master Degree in Science (Physics/ chemistry/ Instrumentation/ Electronics) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with four years relevant experience in the Grade Pay of Rs. 4600/ 4800/ or equivalent.</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree (four years) Electrical & Electronics Engineering or Instrumentation with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with five years relevant experience on sophisticated Analytical Equipments in the Grade Pay of Rs. 4600/ 4800/ or equivalent.</p> <p>Desirable Experience:</p> <p>(i) Working experience in installation, operation and maintenance of high end imaging systems like High resolution TEM, FESEM, AFM, Confocal microscope, Raman, XPS etc in a reputed Lab /organization.</p> <p>(ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>2. Central Workshop (UR-01)</p> <p>B.Tech & M. Tech Degrees in Engineering or equivalent qualification in Mechanical/ Manufacturing/ Production Engg. with a minimum of 55% marks in the qualifying degrees from a recognized University/ Institute with two years relevant experience in the Grade Pay of Rs. 4600/ 4800/ or equivalent.</p> <p style="text-align: center;">OR</p> <p>B.Tech or equivalent qualification in Mechanical/ Manufacturing/ Production Engg. with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with five years relevant experience in the Grade Pay of Rs. 4600/ 4800/ or equivalent.</p> <p>Proficiency in the use of a variety of computer office applications, CAD-CAM software, Engineering and Machine drawing and CNC programming is must.</p> <p>.</p> |

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|----|--------------------|-----------------------------------|-------|-----|---|
| | | | | | <p>Desirable Experience: Experience in repair and maintenance in an engineering workshop/ tool room/ relevant factory.</p> <p>Age Limit: Preferably below 40 Years</p> |
| 4. | Sanitary Inspector | Pay Level-6 (Rs. 35400-112400) | 01-UR | 'B' | <p>Essential: Three years Diploma (after 10+2 with Science) in Sanitary Inspector Course from a recognized University/Institute with at least 55% marks in the qualifying degree with three years relevant experience.</p> <p>Desirable: Having experience in handling equipments of mechanize cleaning and disposal, and good knowledge of maintaining hygiene.</p> <p>Age Limit: Preferably below 35 Years</p> |

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 these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
3. The candidates are required to apply **ONLINE** only from 30.10.2019 to 19.11.2019 upto 5:00 p.m. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website <http://www.iitrpr.ac.in/staff-positions>. **Application will NOT be accepted through any other mode.**
4. The candidate should fill separate online application form for each post if he/she is interested to apply for more than one post.
5. The candidate must be a citizen of India.
6. Good knowledge of computer applications (on word processor, spreadsheet, presentations, software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
7. Relaxation of Age & Percentage
 - i) The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute and also mentioned above against each post. The age shall be determined as on the last date of the submission of application form mentioned in the advertisement.
 - ii) Age is relaxable for five years for SC/ST candidates and three years for OBC candidates. Candidates belonging to other eligible categories shall have relaxation as per GoI norms.
 - iii) For direct recruitment posts, the upper age limit shall be relaxable up to five years in respect of the persons working in IIT Ropar on the posts which are in the same line or allied (Contract) cadres and where a relationship could be established that services rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession shall be admissible only where an employee has rendered not less than three years continuous service. The candidates' belonging to SC/ST categories shall have relaxation in age for additional five years.
 - iv) For regular employees of IITs who are educationally qualified can be considered for direct recruitment across the whole IIT system up to a maximum of 50 years of age.
 - v) For the existing regular employees of IIT Ropar to be considered for promotion (as per numbers of posts fixed /decided for them) the %age of marks in qualifying degree may not be insisted upon.

8. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc are required to send the printout of online filled application form “Through Proper Channel” with duly endorsed endorsement form in the application form to The Deputy Registrar, (Establishment), Recruitment Cell, M. Vishvesvariya Block, Indian Institute of Technology Ropar, Nangal Road, Rupnagar-140001. In absence of the same, the application will not be considered for written test/ interview and no TA will be paid.
9. The selected candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22nd December, 2003.
10. Candidates should submit the online application fee, through SBI I-collect of Rs. 500/- for the posts on Sr. No. 1 to 3 and Rs. 250/- for the posts on Sr. No. 04 as application fee. Fee by any other mode of payment will not be accepted. No fee is required for SC/ST/PWD and women candidates. **Fee once paid shall not be refunded under any circumstances.**
11. Separate application along with application fee should be submitted online for each post applied.
12. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995 and subsequent “The Persons with Disability Act, 2016”.
13. The institute follows the reservation norms as per GoI rules for SC/ST/OBC/PwDs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Ropar. Candidates seeking reservation benefits available for SC/ST/OBC/PwDs must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. PwD’s will be entitled to all exemptions, relaxations, benefits as per Govt. of India guidelines.
14. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
15. Candidates shall have to produce original documents at the time of appearing in Written Test/ Trade Test / Presentation / Interview. **In the absence of the same, candidature will not be considered for written test / trade test / presentation / interview and no TA will be paid.**
16. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of written test / interview etc. and reasons for not being called for written test /interview etc.
17. The Institute may conduct Written and/ Trade/ skill Test for any/all the above posts and only those candidates who qualify the said test(s) may be called for interview.
18. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IIT Ropar to conduct test and/or interview of all the candidates, IIT Ropar may restrict the number of candidates to be called for written test/trade/ skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The institute may relax the eligibility criteria for candidates working in IIT System.
19. Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.
20. If a suitable candidate is not available, the candidate may be offered next lower position.
21. The qualification prescribed should have been obtained from recognized Universities/Institutions.
22. Outstation candidates called for Written Test/ Trade Test/ Computer Test/ Presentation/ Interview will be paid 2nd AC Class Railway fare in respect of Group ‘A’ staff post i.e. Sl. No. 01 to 03 and 2nd Sleeper Class Railway fare in respect of Group ‘B’ posts i.e. Sl. 04 from the place of duty/residence to IIT Ropar and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
23. Applications received through E-mail / offline mode / incomplete / not on prescribed format / without application fee will not be entertained/accepted.
24. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. “INTERIM ENQUIRIES WILL NOT BE ENTERTAINED”. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.
25. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
26. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.

27. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
28. If there is any corrigendum/addendum, it shall only be published on Institute's Website only.
29. Steps to follow to deposit the online application fee:
- i) Go to onlinesbi.com
 - ii) Select SB collect
 - iii) Tick the terms and conditions and continue
 - iv) Select state—Punjab
 - v) Select Educational Institute – IIT Ropar
 - vi) Select the option for payment category i.e. Application fee for post to which the candidate is applying. Pay the requisite fee.
 - vii) Fill up the fee details in the online application form and keep printout of the receipt for future reference.
 - viii) Online application without application fee or invalid fee details will not be considered.
30. The candidate should scan his / her passport size photograph (less than 5 MB) and his /her signatures and upload these at appropriate places in **the online application form before submitting the same.**

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