

Advertisement No. IIT Mandi/Recruitt./RNA/2019/19

Dated:30.10.2019

Opening Date: 31.10.2019 (Time- 09:00 AM) Last date: 21.11.2019 (Time- 05:00 PM)

Indian Institute of Technology (IIT) Mandi at Kamand in Himachal Pradesh invites applications on the prescribed application form from Indian Nationals for various non-teaching posts. Detail of posts, eligibility criteria, qualification etc. is given below:-

1.Junior Superintendent (Rajbhasha) (Group B): 1 Post (UR)

1.	Pay Scale	Level 6(Rs. 35400-112400)
2.	Maximum age limit	35 years
3.	Educational and other qualifications	Essential : Masters Degree in Hindi from a recognized University/Institute with English as a subject at the degree level OR Master degree in English from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks and with one-year relevant experience of translation in the Grade Pay of Rs. 2800 (level-05) or equivalent. OR Bachelor Degree with Hindi as a main subject from a recognized University/Institute with English as a subject at the degree level OR Bachelor degree with English as a main subject from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks and with three-years relevant experience of translation in the Grade Pay of Rs. 2800 (level-05) or equivalent. Desirable: Preference will be given to candidates with:- (i) Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must. (ii) Having experience (in reputed organization) related to translation of scientific/technical documents.
4.	Period of probation	Two years*
5.	Method of Recruitment	Direct presentation/trade test and or presentation and interview.
6.	If recruitment by deputation/transfer, grades from which deputation/transfer to be made.	Deputation: Officers from the Central/State Governments or Institute of national importance or Universities/University level Institution or PSU: (i) Holding analogous post, or Minimum 5 years service experience on a relevant position

		in the GP of 2800/- and (ii) Possessing educational qualification and experience as given at Sr. No. 3 above.
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2. Driver (Group C): 1 Post (UR)

1.	Pay Scale	Level 3 (Rs. 21700-69100)
2.	Maximum age limit	35 years.
3.	Educational and other qualifications	Essential: (i) 10 th standard pass; (ii) Valid commercial driving license of MUV at least, (iii) Five years' experience as Driver in a similar Government office, (iv) Deployment with high dignitaries, external experts, and (v) English understanding.
4.	Period of probation	Two years*
5.	Job Responsibilities	1. Driving of Ambulance 2. To look after the responsibilities of Attendant of the Health Centre and emergency duties on need basis.
6.	Method of Recruitment	1. Written Test and Driving Test 2. Interview

Terms and Conditions

1. The posts are tenable in IIT Mandi at Kamand, District Mandi, Himachal Pradesh.
2. This position is initially on contract for a period of five years. The performance of the appointed staff shall be assessed before the expiry of their contract and only those found suitable will be offered a substantive post on completion of five years service on contract. If appointment on contract is not found satisfactory/suitable for substantive post, appointment shall be terminated on completion of the contract period. However, in case of exceptional candidates, the review can take place for offering a substantive post after completion of two years.*
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience, if any, laid down in the advertisement. Candidature/ appointment is liable to be terminated at any stage, if it is noticed that minimum essential qualification is not possessed by the candidate.
4. Specified Educational qualification or equivalent must have been obtained from recognized University/Institute.
5. Computer knowledge including open source software such as Open Office in relevant area and fluency in English is required for the posts listed.

6. Candidates possessing required qualifying working experience on regular or on contract or outsourcing or projects in IITs will be given relaxation in age maximum up to 05 years. Such applicants will also have a relaxation of 05% marks in the required qualification for the post. However, the candidate must have worked for the qualifying experience for full time and continuously (without any break) for the required qualifying period.
7. The experience required for a given job includes experience gained in government offices, autonomous institutions and corporate sector.
8. Age relaxation for reserved category candidates is applicable only if the post is reserved for particular category. Age relaxation to PwD candidates & Ex-servicemen are as per rules. Women candidates working in IITs will be given relaxation upto 03 years in age over and above as mentioned at S. No. 06 above.
9. Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/PwD must be in possession of the certificates in the format prescribed by DoPT, Govt. of India in support of their claim at the time of application.
10. For availing the benefit of OBC category, the candidates are required to upload the OBC (Non Creamy Layer) certificate issued by the competent authority not earlier than one year prior to last date for receipt of applications. The OBC certificate should be on the proforma prescribed by the DoPT, Government of India.
11. The prescribed Application link is available at Institute website (www.iitmandi.ac.in and link <http://oas.iitmandi.ac.in/recruitment>).
12. Applicant should upload self-attested copies of certificates in support of their essential qualification, experience, pay drawn details, documentary proof for Date of Birth, Disability Certificate, Caste Certificate, Latest OBC (non-creamy layer) certificate etc. Original certificates should be produced at the time of selection process as well as while joining.
13. Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the organizations letter head, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
14. The application fee of Rs. 100/- is to be paid through **online transfer** in IIT Mandi account. Account details of IIT Mandi are as follows:-

Name of the Bank: State Bank of India

Branch address: SBI, IIT Kamand, Mandi, HP – 175005, Tel: 01905 – 267093

Account no. 31310230679, **IFS Code:** SBIN0013711

MICR Code: 175002103, **Type of Account:** SB

Proof of payment also needs to be uploaded along with application (*Proof of payment is acceptable only with Reference number for SBI account holders and UTR number for other banks account holders*).

No application fee is required from the Female/SC/ST candidates and Persons with Disabilities (PwD). However, if SC/ST category candidates are applying against Unreserved posts, their applications will be entertained only if application is submitted along with prescribed fee of Rs. 100/-. Failure to do so, application will be out rightly rejected.

15. Candidates desirous of applying for more than one position (post) should submit separate application for each post along with uploading of self-attested copies of certificates, testimonials as required and prescribed application fee.
16. Application fee once paid shall not be refunded under any circumstances.
17. In Online application form correctness of information being provided is the responsibility of the applicants. If it is found at later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated.
18. The Institute reserves the right to
 - conduct or not to conduct written/trade tests and/or interviews for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix the criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview,
 - not to fill any of the advertised position(s),
 - fill consequential vacancies including additional posts arising at the time of interview from available candidates. The number of positions is thus open to change.
19. The Institute reserves the right to screen and shortlist the applications on the basis greater than minimum eligibility for the post such as marks, experience specialization and call only such candidates who are found Prima facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for written/trade test and/or interview. The candidates should therefore, furnish details of all the qualifications and experience possessed in the relevant field over and above the essential qualifications prescribed along with documentary evidence.
20. If a candidate is not found suitable for the post applied for, the candidate may be considered for a lower post/ pay level on the recommendation of the Selection Committee.
21. Eligibility of a candidate with regard to qualification, experience and age shall be calculated/ considered with reference to last date for receipt of applications.
22. Under exceptional circumstances, qualification/experience may be relaxed at the discretion of the Competent Authority, in case of persons who are otherwise well qualified.
23. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs, etc. should route their applications through proper channel or should furnish '**No Objection Certificate**' at the time of interview.
24. All the details furnished in the online application will be treated as final and no changes shall be entertained. Incomplete application shall be summarily rejected.
25. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
26. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.

27. No TA/DA shall be payable to the candidates for attending the presentation/written test/trade test/interview.
 28. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
 29. Decision of the Institute in all matters relating to the eligibility of the candidate, screening/skill/written test and selection would be final and binding on all the candidates.
 30. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
 31. The Institute shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees.
 32. Addendum / corrigendum if any, in respect of this advertisement shall be published only on (<https://www.iitmandi.ac.in/administration/recruitment.php>). Accordingly, all applicants in their own interests are advised to keep track of the same.
 33. For a query related to submission of on-line application you may send email on (oassupport@iitmandi.ac.in). However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
 34. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
 35. Candidates possessing the requisite qualification and experience may apply online at (<https://www.iitmandi.ac.in/administration/recruitment.php>). Canvassing in any form will be a disqualification.
 36. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mandi, Himachal Pradesh only.
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