



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR RECRUITMENT SECTION

VACANCIES IN ADMINISTRATIVE AND TECHNICAL CADRE

Advt. No.1/2015

IIT Kanpur is an Institute of national importance declared as such under the Institutes of Technology Act, 1961 to provide for education and research in various branches of engineering, technology, sciences & arts and also for advancement of learning and dissemination of knowledge in such branches. The Institute is in search of suitable Indian Nationals for appointment on the following posts:

Sl. No.	Name of the post(s)	No. of Vacancies						Pay Band/ Grade Pay/ Total emoluments
		SC	ST	OBC	UR	PwD [@]	Total	
1	Registrar	-	-	-	1	-	1	PB-4/ GP:Rs.10000/- / Rs.119706/-pm
2	Head, Health Centre	-	-	-	1	-	1	PB-4/ GP:Rs.10000/- / Rs.162040/-pm
3	Executive Engineers	-	-	1	1	-	2	PB-3/ GP:Rs.6600/- / Rs.71282/- pm
4	Medical Officers	1	-	1	1	-	3	PB-3/ GP:Rs.5400/- / Rs.68320/- pm
5	Assistant Registrars	-	-	1	1	-	2	PB-3/ GP:Rs.5400/- / Rs.60219/- pm
6	Students' Counselor	-	1	-	-	-	1	
7	Principal	-	-	-	1	-	1	PB-2/ GP:Rs.4800/- / Rs.49564/- pm
8	Assistant Engineer	-	-	-	1	-	1	PB-2/ GP:Rs.4600/- / Rs.46995/- pm
9	Technical Superintendent	-	-	-	1	-	1	
10	Assistant Security Officer	-	-	-	2	-	2	PB-2/ GP:Rs.4200/- / Rs.37739/- pm
11	Junior Engineer	1	-	-	-	-	1	
12	Junior Technical Superintendent	2	3	2+1 [@]	5	@	13	
13	Junior Superintendent	2	-	2	4	2 [@]	10	
14	Senior Library Information Assistant	-	-	-	1	-	1	
15	Physiotherapist	-	-	-	1	-	1	
16	Junior Assistant	4	-	4	7	-	15	PB-1/ GP:Rs.2000/- / Rs.22792/- pm
17	Junior Assistant (Library)	-	-	-	1	-	1	
18	Junior Technician	1	-	3	7	-	11	
Total		11	4	14+1[@]	36	2[@]	68	[@] Persons with Disabilities (VH/HH/OH)

For Sl. Nos.1, 2, 4 & 10, the total emoluments are without HRA as the selected persons will be required to reside in licence fee free unfurnished accommodation.

Other than the total salary (which includes Pay in the Pay Band, Grade Pay, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), the facilities, such as Medical, Home town LTC and Children's Education Allowance are also available.

Maximum age limit (Group/ Post-wise)	'A'	Sl. No.1	57 years (preferably below 55 years) i.e. born on or after 01.07.1958	
		Sl. Nos.2, 3 & 6	55 years i.e. born on or after 01.07.1960	
		Sl. Nos.4 & 5	50 years i.e. born on or after 01.07.1965	
	'B'	Sl. No.7	45-55 years i.e. born between 01.07.1960 and 30.06.1970	
		Sl. Nos.8 to 15	25-40 years	
	'C'	Sl. Nos.16 to 18	18-35 years	
For relaxations, please see last page.				

The prescribed maximum age shall be determined as on **June 30, 2015** which shall be the closing date for online submission of application.

Mode of Appointments:

- Sl. Nos.1 & 2 – On **deputation terms or on contract basis for a period of five years**, in the case of excellent performance, the contract may be renewed on mutually agreed term or the incumbent may be absorbed as regular employee as per the rules of the Institute.
- Sl. Nos.3 to 5 – On **regular/ deputation terms/ contract for 5 years** (likely to be confirmed; subject to satisfactory performance, even on completion of three years subject to outstanding performance)
- Sl. No.6 – On **contract basis for a period of three years**, extendable on noteworthy performance
- Sl. No.7 – On **regular basis**
- Sl. Nos.8 to 18 – On **regular/ contract basis for 5 years** (likely to be confirmed; subject to satisfactory performance, even on completion of three years subject to outstanding performance)

The essential, desirable qualification and experience for the above post(s), as per serial number, are as under:							
1	Post– Registrar [01-UR]						
	<table border="1"> <tr> <td>Essential</td> <td>Qualification: A Master's Degree with at least 55% marks in aggregate or its equivalent. Experience: (i) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs.7600/- and above, or (ii) Comparable experience in research establishments and/or other institutions of higher education or research, or (iii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above, or 8 years of service as Associate/Assistant Professor in the AGP of Rs.8000/- or above with adequate experience in academic administration.</td> </tr> <tr> <td>Desirable</td> <td>(a) Proven ability in administration, preferably in a large educational or research institution, (b) Additional degree or diploma in Management or Law, (c) Adequate competence in digital processing, communication and network (e-governance) (d) Experience in dealing with large body of students, scholars and staff.</td> </tr> <tr> <td>Job Responsibilities</td> <td>By definition Registrar is the custodian of the Institute Seal and Estate. As Head of the non-teaching staff cadre (ministerial, maintenance, technical and administrative), Registrar is responsible for supervising their recruitment, posting, assessment, training, mentoring and welfare, as desired by the Institute top administration. Registrar is the ex-officio Secretary (non-member) of the Board of Governors, Academic Senate, Finance Committee and Building & Works Committee of the Institute. The major administrative Services directly under the Registrar are: general administration, finance & accounts, stores & purchase, and recruitment & assessment. Several administrative staff including Deputy/Assistant Registrars also report to the Registrar though they are posted at various important institute level offices related to Faculty, Academic, Students, Resources and Alumni, and Research and Development Affairs under the direction of the respective Deans. Registrar routinely provides data/information and submits statutory reports to Ministry and agencies, besides collection/maintaining necessary records of all important functions/activities of the Institute. Thus, the post of Registrar at IIT Kanpur is both important and coveted.</td> </tr> </table>	Essential	Qualification: A Master's Degree with at least 55% marks in aggregate or its equivalent. Experience: (i) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs.7600/- and above, or (ii) Comparable experience in research establishments and/or other institutions of higher education or research, or (iii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above, or 8 years of service as Associate/Assistant Professor in the AGP of Rs.8000/- or above with adequate experience in academic administration.	Desirable	(a) Proven ability in administration, preferably in a large educational or research institution, (b) Additional degree or diploma in Management or Law, (c) Adequate competence in digital processing, communication and network (e-governance) (d) Experience in dealing with large body of students, scholars and staff.	Job Responsibilities	By definition Registrar is the custodian of the Institute Seal and Estate. As Head of the non-teaching staff cadre (ministerial, maintenance, technical and administrative), Registrar is responsible for supervising their recruitment, posting, assessment, training, mentoring and welfare, as desired by the Institute top administration. Registrar is the ex-officio Secretary (non-member) of the Board of Governors, Academic Senate, Finance Committee and Building & Works Committee of the Institute. The major administrative Services directly under the Registrar are: general administration, finance & accounts, stores & purchase, and recruitment & assessment. Several administrative staff including Deputy/Assistant Registrars also report to the Registrar though they are posted at various important institute level offices related to Faculty, Academic, Students, Resources and Alumni, and Research and Development Affairs under the direction of the respective Deans. Registrar routinely provides data/information and submits statutory reports to Ministry and agencies, besides collection/maintaining necessary records of all important functions/activities of the Institute. Thus, the post of Registrar at IIT Kanpur is both important and coveted.
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2	Post- Head, Health Centre [01-UR]						
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3	Post- Executive Engineer [Electrical (reserved for OBCs) & Air-conditioning (UR)]						
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	Job Responsibilities	(Electrical): Shall be responsible for estimation, supervision of construction, Installation, operation & maintenance of 33KV, 11KV Sub stations, HT, LT lines, to provide quality electrical power to all the Institute buildings in the campus, O&M of DG sets, lifts, fire alarm systems, street lights & other electrical systems etc. Internal & external electrification of new buildings as and when required. Passing of bills of the contractor. (Air-Conditioning): Shall be responsible for estimation, supervision of construction, Installation, operation & maintenance of air-conditioning systems & assets for academic & other buildings. Construction, operation & maintenance of electrical works as and when required. Passing of bills of the contractor.
4	Post- Medical Officer for Health Centre [01-SC, 01-OBC & 01-UR]	
	Essential	MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, OR Post-Graduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital, OR MD, or MS, in an appropriate branch of Medicine.
	Desirable	Post Graduate qualification MD (Diploma)/ Degree in Medicine/ Pediatrics/ Tuberculosis and Chest diseases.
	Job Responsibilities	The Medical Officer will have to perform shift duties (OPD/ Indoor) including night shift, emergency duties, vaccination clinic and any other work assigned by the In-charge/ Chief Medical Officer of the Health Centre.
5	Post- Assistant Registrar [01-OBC & 01-UR]	
	Essential	Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale along with good academic record.
	Desirable	Minimum 8 years experience in one or more of the following areas: Accounting, Auditing, Financial procedures, Administrative matters including Legal, Labour relations & laws, Public relation, Recruitment, Establishment, Academic matters such as conduct of examinations, maintenance of student records, Estate Management, Materials Management and Import procedure, of which at least 5 years in a Supervisory/Superintendent capacity in the (pre-revised) pay scale of Rs6500-10500/-, or PB-2, Rs.9300-34800 with Grade Pay of Rs.4600/- in a Government, Semi. Government, Financial/ Commercial organization, reputed recognized University/ Technological Institution of national standing etc. Computer literacy and ability to work independently will be preferred.
	Job Responsibilities	(a) Over all responsibility/ supervision & monitoring of the Section/ Unit concerned, (b) Implementation and follow-up action on the policy matters of the Institute and (c) As may be assigned by the authorities of the Institute from time to time.
6	Post- Students' Counselor [01-ST]	
	Essential	M. Phil in Clinical Psychology with 1 st class, along with 2 years of relevant experience OR MA in Clinical Psychology with 1 st class, along with 3 years of relevant experience. Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.
	Desirable	(a) Should have training in Counseling technique, and/ or any therapeutic module. (b) Experience in counseling students of highly competitive residential Institutes of higher learning. (c) Administrative experience in managing relevant Counseling service set-ups.
	Job Responsibilities	Upon joining the Institute, the Counselor will be required to perform counseling duties as assigned by the Head, Counseling service or under the orders of any competent authority of the Institute. The Counselor is expected to attend exigencies at all hours.
7	Post- Principal for Campus School [01-UR]	
	Essential	Qualification: Bachelor's Degree with B.Ed. or Diploma in Education. Experience: At least 15 years experience of teaching in a reputed school of which at least five years should be in Administrative capacity as Principal or Vice-Principal.
	Desirable	Master's Degree
	Job Responsibilities	To plan and administer academic and co-curricular activities; Organize and develop activity-based learning at School.

8	Post- Assistant Engineer [01-UR]	
	Essential	[For Air-conditioning]: 1 st Class Bachelor's Degree in Mechanical Engineering + 01 year relevant experience, OR Recognized Diploma in Mechanical Engineering of 03 Years duration with 10 years relevant experience.
	Desirable	Qualification: 1. Bachelor's degree in Mechanical Engineering with 3 years experience in the field of heating, ventilation & air-conditioning OR 2. Three years diploma in Mechanical Engineering with 10 years experience in the field of heating, ventilation & air-conditioning. Experience: 1. Operation and maintenance of various types of central air-conditioning plants, domestic air-conditioning systems, heating & ventilation systems. 2. Knowledge of CPWD procedures and computer application.
Job Responsibilities	Shall be responsible for estimation and supervision of construction, installation, operation & maintenance of air-conditioning systems & assets for academic & other buildings. Preparation/ checking of bills for contractors.	
9	Post- Technical Superintendent for Computer Science & Engineering [01-UR]	
	Essential	1. M.Sc./ B.Tech/ B.E./ B.Sc./ Diploma in Engineering in appropriate field from respective State Board with 5 years relevant experience of supervisory post in the Pay Band-2 with Grade Pay of Rs.4200/- or equivalent in Govt. Dept./autonomous body/ Private Sector Organization of repute. 2. Should have experience of working in a computer environment.
	Desirable	B.Tech. in CSE or B.Tech. in IT with five years experience.
Job Responsibilities	CSE Lab administration, openstack based cloud administration. Candidate should be competent in administration, troubleshooting and management of linux server racks, networking technologies including hardware (switches) and systems tools and protocols, including, DNS, DHCP, smtp, imap etc., technologies such as Nagios, Authentication (LDAP), strong programming skills for writing scripts (C, shell, Perl, Python), conversant with web technologies (html, XML, PHP, SQL, CMS such as Drupal, Joomla) etc. Good understanding and familiarity with computer hardware and peripherals is needed. Candidate should have curiosity and enthusiasm to proactively apply emerging technologies to continuously upgrade the CSE lab.	
10	Post- Assistant Security Officer [02-UR]	
	Essential	Graduate with 05 years relevant experience in the armed or civil forces in the PB-1, (Rs.5200-20200) with Grade Pay Rs.2800/- with hands on experience in security, surveillance, handling firearms, fire fighting and matters pertaining to civic/ staff unrest. The Selection process contains physical endurance test of candidates called for.
	Desirable	(i) A retired/released/ in service Senior Non Commissioned Officer/ Junior Commissioned Officer of Army/ Navy/ Air Force. (ii) Persons with familiarity with computers, experience in educational or large organizations and with good interpersonal skills will be preferred (iii) Should have sound health and active habits.
Job Responsibilities	To provide effective supervision to the security personnel, ensuring the protection of property and assets of the Institute, provide leadership to the deployed security personnel in the crisis/emergency situation, liaising with the police/civil authorities for the issues related to the Institute, maintaining serviceability of various security apparatus and equipments and carrying out such duties and assignments as may be entrusted to him by the higher authorities.	
11	Post-Junior Engineer [01-SC]	
	Essential	[For Air-conditioning]: Bachelor's Degree in Mechanical Engineering + 01 year relevant experience, OR Diploma in Mechanical Engineering of 03 Years duration with 03 years field experience. Knowledge of computer applications. Experience required in the field of Air Conditioning.
	Desirable	Qualification: 1. Bachelor's degree in Mechanical Engineering with 1 year experience in the field of heating, ventilation & air-conditioning OR 2. Three years diploma in Mechanical Engineering with 3 years experience in the field of heating, ventilation & air-conditioning. Experience: 1. Operation and maintenance of various types of central air-conditioning plants, domestic air-conditioning systems, heating & ventilation systems. 2. Knowledge of CPWD procedures and computer application.
Job Responsibilities	Shall be responsible for estimation, construction, installation, operation & maintenance of air-conditioning systems & assets for academic & other buildings. Preparation of bills for contractors.	

12	Post- Junior Technical Superintendent (JTS) for various Departments [Total vacancies-13]	
	ESSENTIAL Qualification And Experience for all the JTS posts:-	
	M.Sc./ B.Tech./ B.E. in appropriate field, OR B.Sc. in appropriate field with 02 years relevant experience, OR Diploma in Engineering in appropriate field from respective State Board with 03 years relevant experience, OR ITI with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.	
12 (a)	4i-Laboratories [01-UR]	
	Desirable	The candidate should have experience of working on some of machines like Laser Machining and engraving, Abrasive Water jet Machining, Electro-discharge Machining, 3-D printing, Optical Lithography etc. The candidate should be able to handle CNC machines and programming. The candidate may have working knowledge of electrical and electronic equipments such as stabilizers, power supplies, digital multi meter, oscilloscopes UPS etc. and also working knowledge to perform Printed Circuit Board design and fabrication. Working knowledge of PCB designing and simulation is preferable.
	Job Responsibilities	The incumbent is supposed to work on machines like Laser Machining and engraving, Abrasive Water jet Machining, Electro-discharge Machining, 3-D printing, Optical Lithography, PCB designing and fabrication, CNC machining centers etc. The incumbent should have good leadership skills and be a proactive technical help.
12 (b)	Department of Biological Sciences & Bio Engineering [01-OBC & 01-UR]	
	Desirable	Post 1: Qualification- Bachelor of Veterinary Medicine (BVSc) from a reputed university/ Institute. Experience- The successful candidate is expected to manage and to provide veterinary care at the experimental animal facility of the Institute. Thus the candidates with at least one year work experience in an experimental animal facility and experience of handling rodents and other small mammals for research projects will be given preference. Post 2: Experience- Experience in working with instrumentation/ equipment especially those used in biology/ bioengineering laboratories. The experience should include operation and maintenance of equipment. Experience in working with electron microscopes especially scanning electron microscope.
	Job Responsibilities	To manage and to provide veterinary care at the experimental animal facility of the Institute and handling rodents and other small mammals for research projects. Operation and maintenance of equipments especially those used in biology/ bioengineering laboratories.
12 (c)	Department of Civil Engineering [01-ST]	
	Desirable	(i) Diploma in Civil Engineering/Electrical Engineering/Electronics Engineering and 04 years experience in Civil Engineering Laboratories or (ii) ITI in surveying + 06 years relevant experience in field surveys/ laboratories.
	Job Responsibilities	Handling, maintenance and management of equipments; coordinating and helping during laboratory classes and thesis-related experiments; data interpretation and drafting reports; help in procurement procedures, stock maintenance, accounts; ensuring laboratory safety.
12 (d)	Department of Electrical Engineering [01-ST]	
	Desirable	Relevant working experience in electronics circuits/ electrical circuits/ power system/ power electronics/ measurements/ instrumentation, controls/ electrical machines/ semi-conductor devices.
	Job Responsibilities	The candidate is expected to handle Electrical/ Electronics teaching and research laboratories/ assist in PCB fabrication.

12 (e)	Department of Earth Sciences [01-SC & 01-UR]	
	Desirable	<p>Post 1: For Geochemistry- Knowledge in Geology/ Earth Sciences, one year experience working in ICP-MS/XRD/XRF labs.</p> <p>Post 2: For Sedimentology/ Remote Sensing: Knowledge on remote sensing, sedimentology, geophysics etc.</p>
	Job Responsibilities	<p>For Geochemistry- Major duties include maintenance and management of analytical labs in the Earth Science department; handling geological sample preparation equipments and analytical equipments such as ICP-MS, XRD; coordinating and helping during sample preparation and analysis; help in procurement procedures, stock maintenance, accounts; ensuring laboratory safety.</p> <p>For Sedimentology/ Remote Sensing: Handling sedimentological sample preparation and analytical equipments; handling remote sensing and survey related equipments and geophysical instruments. Coordinating and helping during sample preparation and analysis; help in procurement procedures, stock maintenance, accounts; ensuring laboratory safety.</p>
12 (f)	Department of Mechanical Engineering [01-UR & 01-OBC-PwD]	
	Desirable	1. Experience with nuclear radiation detectors. 2. The candidates must have hands on experience in the area of Materials Testing and characterization (Universal testing machine, hardness tester, surface profilometer, optical microscope, etc.) including materials processing equipments (vacuum furnace, turbo pump etc.) and maintenance of these equipments. The candidates should also be familiar with metrology related activities; Auto-CAD designing software.
	Job Responsibilities	1. Knowledge of basic instruments Oscilloscope, Digital Multimeter etc. Knowledge of various radiations detectors. 2. The selected candidate is expected to manage, operate and maintain the material testing/ characterization equipments of the department, running of UG laboratories, procurement and maintenance of PG laboratories.
12 (g)	Department of Materials Science & Engineering [01-OBC]	
	Desirable	Candidates with 3 year Diploma/ B.Tech in Metallurgy/ Mechanical Engineering/ Instrumentation or allied branches. At least 3 years hands-on experience for Diploma candidates and one year for B.Tech. candidates in one or more of the following areas: (i) manufacturing processes (joining or casting or sheet-metal working, deformation processing), (ii) microstructural or mechanical characterization techniques, and (iii) extractive metallurgy; Proficiency in computer applications and basic English writing skills would be an added advantage.
	Job Responsibilities	Fabricate/ manage/ maintain/ operate research and teaching laboratory equipments; Assist in conduct of experiments in various undergraduate labs of the department; Assist in training students in various laboratory and workshop practice.
12 (h)	Office Automation Cell [01-SC & 01-UR]	
	Desirable	1. MCA 2. Minimum 3 years of real time experience in the web based applications/ software development for Academic Institution. Excellent programming skill in Java, JSP, Servlets, Struts, Oracle, SQL, PL/SQL, ORACLE Forms, Reports. Good understanding and experience in the field of ORACLE Database Administration, LINUX, UNIX, Windows system Administration and Web server Administration.
	Job Responsibilities	Software Development and maintenance.
12 (i)	Department of Physics [01-ST]	
	Desirable & Job Responsibilities	(i) Relevant working experience of working with Mechanical/Vacuum/electronic equipment in a Research Lab/Educational Institute/Industry, (ii) Maintenance and upkeep of setups and setting up experiments in teaching laboratories/ maintenance of research equipment and general running of research facilities in research laboratories.

13	Post- Junior Superintendent [02-SC, 02-OBC, 04-UR & 02-PwD]	
	Essential	Master's degree with 05 years relevant experience, or Bachelor's degree with 07 years relevant experience. Knowledge of office procedures, rules, computer office application and Secretarial practices.
	Desirable	(i) 5 years relevant experience in handling Accounts/ Audit/ Purchase and Import/ Establishment matter/ legal/ Recruitment/ Academic matter/ Estate Management/ Hospitality/ Administrative matters including legal, labour law/ Project Management Agreements/ Intellectual Property Rights, Contracts & MoUs relevant to research etc./ Materials Management, Procurement/distribution of materials, Stores accounting, stock verification etc. Practical experience of using relevant software's in related areas is essential. The candidate having professional Qualification such as CA/CS/ICWA shall be preferred. (ii) Accustomed to working in Computer environment.
	Job Responsibilities	To handle the Estate Management/Purchase & Import/Accounts & Audit/ Hospitality/ Academic/ Recruitment/ Legal and Establishment matters etc. Secretarial practices with computer applications.
14	Post- Senior Library Information Assistant for PK Kelkar Library [01-UR]	
	Essential	(i) Degree from a recognized University or equivalent. (ii) Bachelor's degree or equivalent diploma in Library Science of a recognized University/ Institute or equivalent obtained after graduation. (iii) Experience of 02 years in a Library/ Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent. Candidates possessing (1) Higher academic qualification and/ or experience; (2) Knowledge of Library automation & networking will be given preference.
	Job Responsibilities	(i) To perform duties / shift duties under the supervision of the in-charge of the section and assisting in the routine work; (ii) Circulation of reading material, maintaining over dues charges, preparing rosters and notices, assisting in providing no dues, reference and referral services; (iii) Procurement and processing of new resources (Books, Journals and databases) and making entry in databases; (iv) Digitization, maintaining Institutional Repository and updating databases; (v) Stock verification, rectification and weeding out of books/journals; (vi) Secretarial Work: data entry operations; noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; budget maintenance, stores, personal records, leave records etc., if needed; (vii) All other jobs assigned from time to time.
15	Post- Physiotherapist for Health Centre [01-UR]	
	Essential	Bachelor of Physiotherapy Degree including completion of compulsory rotating internship, followed by at least 5 years of experience in a recognized hospital, OR Master of Physiotherapy with 3 years of experience in a recognized hospital.
	Desirable	Post graduate qualification (MPT).
	Job Responsibilities	Will be responsible for functioning of the physiotherapy unit of Health Centre IIT Kanpur, carry out physiotherapy of patients of IIT Kanpur on the recommendation of Medical Officers of Health centre, any other work assigned by the In-charge/ Chief Medical Officer of the Health Centre.
16	Post- Junior Assistant [04-SC, 04-OBC & 07-UR]	
	Essential	Bachelor's Degree with knowledge of computer applications.
	Desirable	Bachelor's Degree with minimum 50% marks and 01 to 02 years of relevant experience in handling Establishment matters/ Legal / Purchase and Import/ Accounts/ Audit/ Hospitality/ Project Management/ Office dealing etc. Computer literacy and ability to work independently will be preferred.
	Job Responsibilities	Secretarial practices with computer applications. Diary & dispatch work of incoming and outgoing mail. To handle the Estate Management/ Purchase & Import/ Accounts & Audit/ Hospitality/ Academic/ Recruitment/ Legal and Establishment matters etc.
17	Post- Junior Assistant (Library) for PK Kelkar Library [01-UR]	
	Essential	Bachelors Degree with knowledge of computer office applications.
	Desirable	Bachelors Degree in Library Science + Hands-on experience of computer Applications in a Library of repute.
	Job Responsibilities	(i) Opening and closing of the Library, (ii) Issue/ return of books, (iii) Shelving/ Rectification/ Stock verification etc., (iv) Manning check point, (v) Maintenance of stock register. All these duties could be assigned on any day of the year including holidays due to staff shortage.

18	Post- Junior Technician (JT) for various Departments [Total vacancies-11]	
	ESSENTIAL Qualification And Experience for <u>all the JT posts</u>:-	
	B.Sc. in appropriate field, OR BCA, OR Diploma in Engineering in appropriate field from respective State Board OR ITI with 03 years experience. Knowledge of computer applications.	
18 (a)	4i-Laboratories [01-OBC & 01-UR]	
	Desirable	1. ITI in electronics and communication/ Electrical/ Mechanical/ Welding with 3 years experience in educational/ research institute/ industry. 2. The candidate should have experience of working on some of machines like Laser Machining and engraving, Abrasive Water jet Machining, Electro-discharge Machining, 3-D printing, Optical Lithography etc. The candidate should be able to handle CNC machines and programming. The candidate may have working knowledge of electrical and electronic equipments such as stabilizers, power supplies, digital multi meter, oscilloscopes UPS etc. and also working knowledge to perform Printed Circuit Board fabrication.
	Job Responsibilities	The incumbent is supposed to work on machines like Laser Machining and engraving, Abrasive Water jet Machining, Electro-discharge Machining, 3-D printing, Optical Lithography, PCB designing and fabrication, CNC machining centers etc.
18 (b)	Department of Mechanical Engineering [01-SC, 01-OBC & 03-UR]	
	Desirable	1. B.E. in Electrical, Electronics and Mechanical with 2 years of relevant experience. 2. Diploma in Mechanical Engineering or ITI in Mechanical with 3 years experience in educational/ research institute/ industry. 3. Operation of traditional machine tools in machine Shops, Repair and maintenance of traditional machine tools i.e. Lathe, Milling, Cutting and drilling etc., Knowledge of unconventional machining operation, engineering drawing and measuring Equipments.
	Job Responsibilities	Operation and maintenance of machine tools in workshops/ laboratories of the department, project guidance to UG/PG students and fabrication of test facilities for teaching and research.
18 (c)	Department of Materials Science & Engineering [01-OBC & 03-UR]	
	Desirable	Candidates with 3 year Diploma/ Degree in Metallurgy/ Mechanical Engineering/ Instrumentation or allied branches or ITI in relevant fields. At least 3 years hands-on experience for ITI candidates and one year for Diploma candidates in one or more of the following areas: (i) manufacturing processes (joining or casting or metal working), (ii) microstructural or mechanical characterization techniques, and (iii) extractive metallurgy; Proficiency in computer applications and basic English writing skills would be an added advantage.
	Job Responsibilities	To assist in conduct of experiments in various teaching labs; operate and maintain characterization equipments in research labs of the department.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Preference will be given to 'Persons with Disabilities', even where the reservation is not marked (in the table given on 1st page of this advertisement) and suitable PwDs are available.
2. (a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test and interview OR interview only.
- (b) Fulfillment of qualifications per-se does not entitle a candidate to be called for test and interview OR interview only.
- (c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.

3. (a) The SC/ ST and OBCs-NCL are required to attach a copy of the Caste Certificate with the application in the **format prescribed by the Govt. of India**. A copy of the same certificate shall be collected before the interview (if recommended), failing which the candidate concerned may not be allowed for his/ her personal interview.
- (b) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC and PwDs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Kanpur.
4. The Institute reserves the right to assign/ transfer the selected candidates elsewhere within the Institute and appointment will be offered accordingly.
5. (a) Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs.
- (b) The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases of meritorious candidates.
- (c) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
6. (a) The selection process will consist of interview for the post at Sl. No.1 to 4, 6, 7 & 15, written test and interview for Sl. Nos.5,8,10,11,14 &17 and written test, practical test and interview for the posts at Sl. Nos.9,12,13,16 & 18. Candidates shall be required to qualify the written test and/or practical test, as the case may be, in order to appear for interview. However, final selection shall be based on the cumulative marks obtained in all such stages.
- (b) No TA will be paid for written test. However, the candidates called for interview will be paid for the journey by the shortest route from the place of correspondence address on submission of tickets in original as under:

Group-A posts at Sl. Nos.1 to 6	AC-II (Rajdhani Exp. also)/Chair car in Shatabdi Exp.,
Group-B posts at Sl. Nos.7 to 15	AC-III (Rajdhani Exp. also)/Chair car in Shatabdi Exp. and
Group-C posts at Sl. Nos.16 to 18	2nd class Sleeper
7. (a) The applicants shall be required to pay following application fee through the options of net banking and debit/ credit cards. The bank charges will be inclusive of 'transaction charge + Service tax'.

Group-A posts at Sl. Nos.1 to 5	Rs.500/-
Group-B & C posts at Sl. Nos.7 to 18	Rs.250/-
- (b) The fee once paid will not be refunded or re-adjusted under any circumstances.
- (c) ***SC/ ST and Persons with Disabilities are not required to submit the application fees.***
8. (a) Institute will not be responsible for any postal delay.
- (b) Interim correspondence will not be entertained or replied to.
- (c) Any attempt to influence will lead to disqualification of candidature.
9. (a) The candidates are required to apply **ONLINE** only from **10:00 am on 01.06.2015 to 30.06.2015 upto 05:00 pm**.
- (b) For submission of application through online mode, please visit Institute's website: www.iitk.ac.in/infocell/recruitment.
- (c) The print out of completed application along with all relevant supporting documents **duly self attested** and must reach the Institute **on or before July 07, 2015** through **Speed Post** or **Registered Post**.
- (d) Incomplete application or without relevant supporting enclosures and if received after closing date, i.e. **July 07, 2015**, will be summarily rejected.
- (e) 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 Interview, provided they must have sent an Advance Copy.
- (f) The envelope, containing complete application, should be super-scribed as "**Application for the post of**" and must be sent to **The Assistant Registrar, Recruitment Section, Room No. 224, 2nd Floor (Faculty Building), IIT KANPUR–208 016 (U.P.) INDIA.**
10. In case of any dispute, decision of the Director, IIT Kanpur, shall be final.

Important:

The candidates shall be eligible category-wise(relaxations inclusive) as detailed below–			
for Group 'B' posts (Sl. Nos.8 to 15) If born between ↓		for Group 'C' posts (Sl. Nos.16 to 18) If born between ↓	
Unreserved	30.06.1975 to 30.06.1990	Unreserved	30.06.1980 to 30.06.1997
OBC	30.06.1972 to 30.06.1990	OBC	30.06.1977 to 30.06.1997
SC/ST	30.06.1970 to 30.06.1990	SC/ST	30.06.1975 to 30.06.1997
PwD	30.06.1970 (-Category) to 30.06.1990	PwD	30.06.1970 (-Category) to 30.06.1997
Ex-Servicemen	30.06.1975 [-(Service+3 years+Category)] to 30.06.1990 [Age: Preferably below 55 years]	Ex-Servicemen	30.06.1980 [-(Service+3 years+Category)] to 30.06.1997 [Age: Preferably below 55 years]
➤ For Group-B & C posts – Regular employees of IITs who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum of 50 years of age.			

No.RA/Advt.1/2015-IITK/10084**Dated: May 25, 2015****Copy forwarded to:**

- (a) All Heads of Deptts./ Sections/ IDPs/ Centres/ Units with the request to extend it wide publicity.
 (b) Also to the following for information, please.
- | | |
|-----------------------|-------------------------------|
| (i) Director's Office | (ii) Deputy Director's Office |
| (iii) SC/ST Cell | (iv) Notice Boards |

Sd/-
25.05.2015
Professor-in-Charge (Admin.)

Clarification about the age limit for the post of Assistant Registrar:

The age relaxation shall be available to reserved category candidates as per Central Government Norms; however, the Institute would like to prefer the candidates below 55 years.

Sd/-
08.06.2015
Professor-in-Charge (Admin.)