

Indian Institute of Technology Rajasthan

Recruitment Section

Advt. No. IITJ/2010/Non-Academic/2

IIT Rajasthan, an Institute of national importance, is in the forefront of engineering & technology education and research & development. The Institute derives strength from its philosophy, vision and values leading to achievement of academic excellence and promotion of high level technological research. The Institute is looking for suitable Indian Nationals for appointment on **contract/ deputation/ regular basis**.

Sl. No.	Name of the Post(s)	No. of Vacancies	Pay-Scale(s)	Pay Band	GP
01	Registrar	01	37,400-67,000	PB-4	GP-10,000
02	Project Engineer-cum-Estate Officer	01	15,600 – 39,100	PB-3	GP-6600
03	Senior Technical Superintendent	06	9,300-34,800	PB-2	GP-4600
04	Junior Technical Superintendent	08	-----Do-----	PB-2	GP-4200
05	Sr. Library Information Assistant	02	-----Do-----	PB-2	GP-4200
06	Jr. Accountant	02	5,200-20,200	PB-1	GP-2400
07	Jr. Lab Assistant	03	-----Do-----	PB-1	GP-2000
	Total	23			

Gross emoluments: - Admissible benefits include Basic Pay, D.A., Medical Facility, Transport Allowance as per Government of India rules and applicable at Jodhpur, Rajasthan.

Reservation: **Reservation** for the post advertised are applicable as per Government of India norms to SC (Scheduled Caste), ST (Scheduled Tribe), PH(Physically Handicapped) and OBC (Other Backward Classes).

Age Bar:	For Group-A Posts (Sl. No. 1 - 2)-50 years, Group-B Posts (Sl. No. 3 - 5)-32 Years and Group-C Posts (Sl. No. 6 - 8)-27 Years. The age will be calculated on the closing date for receipt of applications. Relaxation in age would be admissible as per Central Government Rules. Employees of IITs who fulfill the criteria and are below 50 yrs of age can be considered for recruitment.
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Note: - Those who have already applied for the post of Project Engineer-cum-Estate Officer and Jr. Lab Assistant against our Advertisement No IITJ/2009/2 in July 2009 need not to apply again.

The essential, desirable qualification & experience for the above post(s), as per serial number, is as under:

01	Essential	A postgraduate degree with at least 60% marks or its equivalent grade and at least 15 years of administrative experience, with minimum of 8 years (5 years in PB-3 with Grade Pay Rs. 7,600/- and 3 years in PB-4 with Grade Pay Rs. 8,700/-) as Deputy Registrar or an equivalent post OR Comparable experience in research establishments and other institutions of higher education OR at least 15 years of experience as Assistant Professor/Lecturer/Reader of which 8 years should be in Assistant Professor's grade ([PB-3], Rs. 15600-39100 with Academic Grade Pay of Rs. 8,000/-)with experience in Educational Administration. The Candidate must have at least three first class degrees awarded by Board/University.
	Desirable	A Ph. D. degree or a degree in Management possessing ability to supervise computerized administration with an innovative approach, experience in HRD and Finance Management.
02	Essential	(1) A 1st Class degree in: M. Tech. with minimum of 8 years experience OR Bachelor's in Civil Engineering with minimum of 10 years of experience. (2) Experience in civil works viz. construction and maintenance of multi-storey RCC framed structure buildings, roads, services and utilities appropriate to a large campus and related aspects of estate management.
	Desirable	The candidates with experience in CPWD procedures, relevant knowledge of computer application, structural design software and project management would be preferred.
03	Essential	A 1st Class degree in: M. Tech. with minimum of 2 years experience OR B.Tech. /B.E. with 4 years relevant experience OR M. Sc. with minimum of 4 years experience OR a Ph. D. degree.
	Desirable	The candidate must have relevant experience in handling laboratory in an education institute/ R&D laboratory / research organization.
04	Essential	A 1st Class degree in: M. Tech. OR B.Tech. / B.E. with 2 years relevant experience OR Master Degree with 4 year experience OR Diploma with a minimum of 8 years experience or equivalent.
	Desirable	The candidate must have relevant experience and knowledge in handling a laboratory of Engineering / Science/ Humanities & Social Science.
05	Essential	(1) Bachelor of library science from a recognized University / Institute securing a minimum of

		60% marks in 10, 10+2, Graduation and B. Lib. (2) Two years experience in a reputed library and knowledge of relevant computer applications.
	Desirable	Candidates possessing higher academic qualification and/or experience, and knowledge of Library automation & networking will be preferred.
06	Essential	A 1st Class B.Com. with at least 3 years of relevant experience in accounting and knowledge of accounting software.
	Desirable	Knowledge of auditing and taxation.
07	Essential	A 1st Class Bachelor's Degree in Physics/Chemistry/Biology OR a three years Diploma in Engineering. Knowledge of computer office application.

GENERAL INSTRUCTIONS TO CANDIDATES

1.	The post carries retirement /terminal benefits as per Govt. of India norms.
2.	Besides pay, the post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
3.	The SC/ST & OBC candidates are required to attach the Caste certificate as per format prescribed by the Government of India.
4.	The Institute reserves the right to relax any of the qualifications/experience in exceptional cases, or in case of person already holding analogous positions in a University/research institution/industry.
5.	Higher initial pay may be given to exceptionally qualified and deserving candidates.
6.	The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test/ interview. Fulfillment of essential qualifications per-se does not entitle a candidate to be called for test/ interview.
7.	The Institute reserves the right not to fill up the post; its decision in this regard shall be final.
8.	Persons serving in Government/Semi-Government /Public Sector Undertakings should send their applications either through proper channel or should furnish a no objection certificate at the time of interview. They can, however, send an advance copy, along with demand draft in original.
9.	The candidate applying for more than one posts must use separate Application form for each post (along with required demand draft in original) and send them in separate covers super-scribed the post applied for.
10.	The complete postal address (including telephone/Fax/ Mobile No. & Email address) of the present employer mentioning the name of the organization and whether the organization is a Govt./Semi Govt./Autonomous/Public Sector Undertakings/Private Sector should be indicated in the Application form.
11.	Application should be accompanied with a non refundable demand draft of Rs. 100/- drawn in favour of "Indian Institute of Technology Rajasthan" payable at Jodhpur. <u>SC/ST</u> and <u>Physically Handicapped candidates</u> are not required to submit demand draft.
12.	Candidates called for interview will be paid for to & fro journey by the shortest route, as per entitlement.
13.	Incomplete application or without relevant supporting enclosures /without prescribed demand draft will be out rightly rejected. Interim correspondence will not be entertained and replied to.

Application be sent to "The Director, IIT Rajasthan, IIT Rajasthan Camp Office, Department of Computer Science & Engineering, MBM Engineering College, Jodhpur - 342 011", so as to reach on or before 20 September 2010 or 3 weeks after the date of publication of this advertisement, whichever is later.