



भारतीय प्रौद्योगिकी संस्थान भिलाई

अस्थाई परिसर: शास. अभियांत्रिकी महाविद्यालय, सेजबहार, रायपुर, छत्तीसगढ़, भारत – 492015

Indian Institute of Technology Bhilai

Transit Campus: Govt. Engg. College Sejbahar, Raipur, Chhattisgarh, India – 492015

No. IITBhilai/Rect/NT/Reg/2018/01

Date: 08-08-2018

ADMINISTRATIVE AND TECHNICAL VACANCIES

Indian Institute of Technology Bhilai is an Institute of national importance declared as such under the Institutes of Technology Act, 1961 and The Institutes of Technology (Amendment) Act, 2016 to provide for education and research in various branches of engineering, technology, science & arts. The Institute invites online applications from suitable Indian Nationals for appointment to the following Non-Teaching (Administrative and Technical) posts on direct recruitment basis with the qualification and experience indicated below.

Group A Administrative posts								
SL No.	Name of the Post	Level and Entry pay	Number of Posts					Upper Age Limit
			UR	SC	ST	OBC	Total	
1	Registrar (on contract)	L14 with 1,44,200/-	1	-	-	-	1	57 years
2	Deputy Registrar	L12 with 78,800/-	1	-	-	-	1	45 years
3	Assistant Registrar	L10 with 56,100/-	3	-	-	-	3	40 years
Group A Technical posts								
4	Executive Engineer	L11 with 67,700/-	1	-	-	-	1	40 years
5	Assistant Executive Engineer	L10 with 56,100/-	3	-	-	-	3	40 years
6	Senior Computer Engineer	L10 with 56,100/-	2				2	40 years
Group B Administrative posts								
7	Junior Superintendent	L6 with 35,400/-	4	-	-	1	5	35 years
Group B Technical posts								
8	Superintendent (Technical)	L7 with 44,900/-	3	-	-	1	4	35 years
9	Junior Superintendent (Technical)	L6 with 35,400/-	5	1	-	2	8	35 years
Group C Administrative posts								
10	Assistant	L4 with 25,500/-	7	1	-	2	10	32 years
11	Junior Assistant	L3 with 21,700/-	3	-	-	1	4	30 years

Mode of recruitment: Except for the post of registrar at number 1, the mode of recruitment for all other posts is direct.

The units for the initial posting are mentioned in the details below. However, the employees may be transferred to other units by the institute subsequently.

1. Registrar

Mode of recruitment: Contract/ Deputation

Registrar shall be appointed on a 5-year contract or up to the age of superannuation, whichever is earlier. Those working in government/autonomous bodies may also apply on deputation basis. The term may be extended subsequently based on performance.

Essential:

- i) A master's degree with at least 55% marks in aggregate or its equivalent of 'B' in the UGC seven-point scale.
- ii) At least 15 years of administrative experience in HR/Admin/Education, of which 8 years should be in the grade pay of Rs. 7600 (Pre-revised) and above
OR
At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000.00 (pre-revised) and above with adequate experience in academic administration,
OR
At least 8 years of experience as Associate/Assistant Professor in the AGP of Rs. 8000.00 (pre-revised) or above with adequate experience in academic administration.
OR
Comparable experience in research establishments and/or other institutions of higher education or research,

Desirable:

- i) Proven ability in administration, preferably in a large educational or research institution, financial or personal management with the capacity to lead administration in a residential R&D institution.
- ii) Additional degree or diploma in Management or Law
- iii) Competence in computer skills and all forms of communication.

Job Responsibilities:

Registrar shall be the custodian of the institute Seal and Estate. The registrar is responsible for supervising the recruitment, posting, assessment, training, mentoring and welfare of the non-teaching staff of the institute as per the guidance provided by top administration of the institute. The registrar is the ex-officio Secretary (non-member) of the Board of Governors, Senate, Finance Committee and Building & Works Committee of the institute. Registrar provides data/information and submits statutory reports to ministries and agencies, besides collecting/maintaining necessary records of all-important functions/ activities of the institute.

2. Deputy Registrar

Essential:

- i) A Master's Degree with at least 55% marks, or its equivalent grade of 'B' in the UGC seven-point scale,

- ii) 5 years of administrative experience as Assistant Registrar, or a post having its grade pay of Rs.5400/- in the Pay Band-3 (pre-revised) or equivalent pay scale,
OR
Nine years of experience as Assistant Professor in the AGP of Rs. 6000/- and above (pre-revised), with experience in educational administration,
OR
Comparable experience in a research establishment and/or other institutions of higher education.

Desirable:

Candidates should have leadership qualities, should have practical experience of using relevant software and experience in one or more of the following areas.

Accounting, Auditing and Financial Procedures,

OR

Administrative matters including legal, recruitment, establishment,

OR

Academic matters, maintenance of student records etc.

OR

Materials management, Procurement of materials, import procedures, stores, stock verification etc.

Job Responsibilities: Overall responsibility, supervision & monitoring of the Section/ Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time

Initial posting: Administration/ Faculty affairs and R&D/ Academics.

3. Assistant Registrar

Essential:

- i) Master's degree with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University /Institute.
ii) Minimum of eight years of relevant experience.

Desirable:

- i) At least five years of the total experience should be in a supervisory/ superintendent capacity with a grade pay of Rs 4600/- in the PB-2 in a Government, Semi-Government organization, recognized university, technological institution of national standing.
ii) Qualification in area of Management / Engineering / Law
iii) Experience in handling computerized administration/ legal/ Store and purchase/ financial/ establishment matters
iv) A Chartered or Cost Accountant degree or diploma.
v) Computer literacy and ability to work independently will be preferred.

Job Responsibilities:

- i) Over all responsibility/supervision and monitoring of the Section/ Unit concerned,
ii) Implementation and follow-up action on the policy matters of the Institute and
iii) As may be assigned by the authorities of the Institute from time to time

Initial posting: Administration/ Faculty affairs and R&D/ Academics.

4. Executive Engineer

Essential:

- i) BTech / BE or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Grade Pay of Rs. 4600 (pre-revised) or equivalent.

OR

MTech / ME or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Grade Pay of Rs.4600 (pre-revised) or equivalent.

Desirable:

- i) Bachelor's Degree or equivalent in Engineering (Civil/Electrical Engineering/ Electrical and Electronics Engineering/ Electronics and Communication Engineering).
- ii) Knowledge of CPWD rules, Computer-aided Design (CAD) and other relevant software.
- iii) Knowledge of project management techniques and experience on the corresponding software tools.
- iv) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.
- v) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.
- vi) Proficiency in the use of a variety of computer office applications, Word, Excel, Power-point or equivalent.
- vii) Experience in handling maintenance, renovation of buildings and in executing new building projects.

Job Responsibilities:

Overall supervision and coordination of various construction projects/ works, compliances of various statutory requirements.

5. Assistant Executive Engineer

Essential:

- i) BE/ BTech or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 years of relevant experience.

OR

MTech / ME or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 01 year of relevant experience.

Desirable:

- i) Bachelor's Degree or equivalent in Engineering (Civil/ Electrical Engineering/ Electrical and Electronics Engineering/Electronics and Communication Engineering).
- ii) Knowledge of CPWD rules, Computer-aided Design (CAD) and other relevant software.
- iii) Knowledge of project management techniques and experience on the corresponding software tools.

- iv) Proven track record of supervising projects / works in reputed organization of relevant magnitude and qualities.
- v) Experience of working with high-tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.
- vi) Proficiency in the use of a variety of computer office applications

Job Responsibilities:

To help Project Management Unit in coordination with implementing agencies for civil construction planning, estimation and maintenance of the associated Civil, Electrical for efficient infrastructure planning.

6. Senior Computer Engineer

Essential:

- i) BTech/ BE in Computer Science and Engineering or in IT or in ECE or Master degree in Computer Application with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Grade Pay of Rs.4600 (pre-revised) or one year should be at Grade Pay of Rs.4800 (pre-revised) or equivalent

OR

MTech / ME in Computer Science and Engineering or in IT or in ECE with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Grade Pay of Rs.4600 (pre-revised) or equivalent.

Desirable:

- i) Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc.
- ii) Knowledge of database engines and programming using MySQL, Postgres, Enterprise DB, MSSQL server etc.
- iii) Maintenance of servers such as LDAP, Apache, Tomcat, Mail, DHCP etc.
- iv) Knowledge of cloud and data-center management.
- v) Knowledge of Linux system administration
- vi) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc.
- vii) Knowledge of Windows based system administration.
- viii) Quick learner and demonstrated abilities to pick up new technologies

Job Responsibilities:

Information Technology Infrastructure Services unit of the Institute is responsible for overall IT infrastructure and services for the institute. Incumbent shall be responsible for managing such services, including providing support to other units for data handling and software systems.

7. Junior Superintendent

Essential:

- i) Master's degree with experience of three years in the Grade Pay of Rs. 2800 (pre-revised) or equivalent

OR

- ii) Bachelor's degree with an experience of nine years, out of which three years must be in the Grade Pay of Rs. 2800 (pre-revised).

Desirable:

- i) Experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.

Initial posting: Administration/ DoSA/ DoFA/ Stores and Purchase/ Directorate

Job Responsibilities:

Maintenance of records for various units, handling of functions related to the units, liasoning with other units, secretarial practices with computer applications and other administrative job functions as assigned by the reporting officers.

8. Superintendent (Technical)

Essential:

- i) Master Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience.

OR

Master Degree in Science/Computer Science/Computer Applications/IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three year relevant experience in the Grade Pay of Rs. 4200 (pre-revised) or equivalent.

OR

Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three year relevant experience in the Grade Pay of Rs. 4200 (pre-revised) or equivalent.

OR

Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years' of relevant experience. A minimum of three years should be in the Grade Pay of Rs. 4200 (pre-revised) or equivalent.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six year of relevant experience. A minimum of three years should be in the Grade Pay of Rs. 4200 (pre-revised) or equivalent.

Desirable:

- i) Knowledge of programming and computer skills
- ii) Hands-on experience on lab equipment
- iii) Maintenance of equipment
- iv) Knowledge of operating with software systems on PCs
- v) Incumbent should have good leadership skills and be a pro-active technical help.
- vi) Knowledge of lab safety protocols

Initial posting: Electrical Lab/ Physics Lab/ Chemistry Lab / Mechanical Lab.

Job Responsibilities:

Interfacing with students and faculty members on lab requirements and conduct of academic labs. Maintenance of lab equipment, conduct and design of experiments, safety protocol adherence and awareness, supply chain management for consumables, procurement of lab equipment and other duties as assigned by the faculty in-charge.

9. Junior Superintendent (Technical)

Essential:

- i) Master Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.

OR

Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.

Desirable:

- i) Knowledge of computer skills
- ii) Hands-on experience on lab equipment as well as small repairs
- iii) Incumbent should be a pro-active technical help and a good learner
- iv) Knowledge of lab safety protocols
- v) Library management

Initial posting: Electrical Lab/ Computer Lab/ Mechanical Lab/ Library.

Job Responsibilities:

Interfacing with students and faculty members on lab and library requirements and conduct of academic labs. Maintenance of equipment, conduct of experiments, safety protocol adherence and awareness and other duties as assigned by the faculty in-charge.

10. Assistant

Essential:

- i) Master's Degree from recognized university with at least 55% marks

OR

Bachelor's Degree from recognized university with at least 55% marks and at least 03 years relevant experience as Junior Assistant or equivalent in Grade Pay of Rs.2000/ 2400 (pre-revised).

Desirable:

Proficiency in the use of variety of computer office applications.
Proficiency in English and good typing skills.
Secretarial practices, Inter-office communication etc.

Initial posting: Academics/ Training & Placement/ Hostel/ GH & Transport/ Store & Purchase/ EECS/ ME/ Physics & Chemistry/ Mathematics & Humanities/ Directorate

Job Responsibilities:

General administrative responsibilities as assigned by the unit head.

11. Junior Assistant

Essential:

Bachelor's Degree from recognized university with at least 55% marks.

Desirable:

Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications such as Word, Excel, Powerpoint etc.

Initial posting: Academics/ Administration/ Finance and Accounts/ Store & Purchase

Job Responsibilities:

General administrative responsibilities as assigned by the unit head.

Important Dates:

1. Opening date for on-line application: 08-08-2018 at 10:00 hours
2. Last date for on-line application: 05-09-2018 by 17:00 hours (online portal shall be closed at this time)
3. Application fee should be paid on or before 05-09-2018 through SBI-collect.
4. Last date for updating the payment details: 07-09-2018 at 10:00 Hours. *Application without payment details shall be rejected, even if he files before the last date.*
5. Applicants **need not to send any hardcopy** of the applications to the institute.
6. The **intimation of interviews or trade test shall be sent by E-mail**. The candidates are advised to configure their email accounts so as not to miss the intimation letter.

General Instructions:

1. Interested candidates can apply ONLY online.
2. Aspiring Candidates should read carefully the requisite essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Fulfillment of qualifications and experience is an essential requirement, failing which the application will be rejected. However, mere eligibility will not entitle any candidate for selection and/or shortlisting for interview/trade test etc. Age and all other qualifications (educational and experience) will be counted as on the last date of online application.
3. The candidates satisfying the requisite qualification and experience may apply online only at the Institute web site www.iitbhilai.ac.in. The online application portal will be opened on 08-08-2018 at 10:00 hours for filling online applications and the last date for closing the online application interface is 05-09-2018 by 17:00 hours. However, payment details can be updated till 07-09-2018 at 10:00 Hours. Application without payment details shall be rejected, even if he files before the last date.
4. Candidates should pay the application fee of Rs.100/- through SBI collect. Payment method and details are available on the website. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and persons with disabilities (PwD) are exempted from payment of application fee.
5. The candidates who are already employed under Central/State Govt/PSU/Autonomous Bodies will have to bring and submit a No-objection Certificate (NoC) from the concerned employer at

the time of interview or trade test failing which the candidate will not be allowed for interview/written test/trade test and no TA will be paid and the candidature for the said posts shall not be considered.

6. Those applying for more than one post should apply separately for each post along with payment of requisite application fee. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
7. The number of vacancies indicated in the notification is tentative. IIT Bhilai reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Bhilai also reserves the right NOT to fill any of the post advertised.
8. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of better qualification and quality of relevant experience, shall be called for test /interview. **All the correspondence (call letter for Interview etc) will be made through Email only.** Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails for any updates from the Institute.
9. The Institute reserves the right to relax the specifications with respect to qualification/ experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/Academic Institutions/ Research Institutions.
10. The relaxations and concessions for SC/ ST/ OBC/ Physically Handicapped/ Ex-Servicemen will be as per current Central Govt. Orders.
11. Outstation candidates called for Written Test/ Trade Test/ Computer Test/Interview for Group 'B' and 'C' posts will be paid 2nd Sleeper Class Railway Fare and for Group 'A' posts will be paid 2nd Tier AC Railway Fare from the place of duty/residence to the venue of tests and back by the shortest route subject to the applicable rule.
12. No interim correspondence will be entertained.
13. Canvassing or any attempt to influence will lead to automatic disqualification of candidature.

Director

IIT BHILAI