

INDIAN INSTITUTE OF TECHNOLOGY BHILAI
Temporary Campus, GEC Campus, Sejbahar, Raipur,
Chhattisgarh - 492015

Advt No. IITBhilai/Rect/NF/Proj/2018/02

Date: 30-May-2018

Advertisement for the Post of Project Associates& Project Assistants - IIT Bhilai Raipur

Applications are invited for the post of Project Associates and Project Assistants (Temporary position-Contractual appointments) for various departments for a period of one year (may be extended based on performance of the candidate and need of the organization).Interested candidates can apply online at, IITBHILAI website link (<http://www.iitbhilai.ac.in/>). Last date to submit online application: **29-June-2018**

S.No.	Name of Post	No. of Posts	Salary Range (Rs. Consolidated/Month)
1.	Project Manager - Estate	01	1,00,000
2.	Project Associate - Library	01	27,000-40,000
3.	Project Assistant - Library	01	20,000-28,000
4.	Project Associate - Admin/Academics/Girl's Hostel	03	27,000-40,000
5.	Project Associate - Technical (Chemistry)	01	27,000-40,000
6.	Project Associate - Technical (Physics)	01	27,000-40,000
7.	Project Associate - System/Network Administrator	01	27,000-40,000
8.	Project Associate - Web Programmer	02	27,000-40,000
9.	Project Assistant - Accounts	01	20,000-28,000

Details are as follows:

1. POST: Project Manager

NAME OF THE POST	Project Manager
SECTION	Estate Management Unit
NO. OF POST	01 (ONE)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor Degree in Civil/Electrical Engineering or equivalent degree from a recognized University or statutory body. 2. A minimum of ten years of experience in managing construction projects at government organization/ academic institution/ research organization/ corporate sectors, etc. Experience should include preparations of estimates and tenders as per government norms, field monitoring of civil and electrical projects.
DESIRABLE QUALIFICATION	<ol style="list-style-type: none"> 1. Construction and maintenance of large buildings/ housing and related areas, etc. 2. Knowledge of basic structures/ plans/ layouts and cost estimates, etc.
EMOLUMENTS (INR)	Rs. 1,00,000 PM (Consolidated)
AGE	Maximum Age 65 Years (as on date of application)
TENURE	One year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

2. POST: Project Associate

NAME OF THE POST	Project Associate
SECTION	Library
NO. OF POST	01 (ONE)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION	<ol style="list-style-type: none"> 1. A Postgraduate Degree in Library and Information Science/Documentation or equivalent degree from a recognized University or statutory body. 2. Familiarity with emerging information technologies and ILMS (any Library Management Software). 3. A minimum of Four years of experience at government organization/ academic institution/ research organization/ corporate sectors, etc. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. A Graduate Degree in Library and Information Science/Documentation or equivalent degree from a recognized University or statutory body. 2. Familiarity with emerging information technologies and ILMS (any Library Management Software). 3. A minimum of Six years of experience at government organization/ academic institution/ research organization/ corporate sectors, etc.
DESIRABLE QUALIFICATION	<ol style="list-style-type: none"> 1. One year post graduate degree/diploma in Computer Applications such as PGDCA/PGDLAN from a University or equivalent institute. 2. Excellent interpersonal and Communication skills.
EMOLUMENTS (INR)	Rs. 27,000-Rs. 40,000
AGE	Maximum Age 45 Years (as on date of application)
TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

3. POST: Project Assistant

NAME OF THE POST	Project Assistant
SECTION	Library
NO. OF POST	01 (ONE)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<ol style="list-style-type: none"> 1. Bachelor Degree in Library and Information Science/Documentation or equivalent degree from a recognized University or statutory body. 2. A minimum of Three Years of experience at government organization/ academic institution/ research organization/ corporate sectors, etc. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Master Degree in Library and Information Science/Documentation or equivalent degree from a recognized University or statutory body. 2. A minimum of One Year of experience at government organization/ academic institution/ research organization/ corporate sectors, etc. <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 3. Familiarity with emerging information technologies and ILMS (any Library Management Software).
DESIRABLE QUALIFICATION:	<ol style="list-style-type: none"> 1. IIT Bhilai Library opens beyond office hours, the candidates should be willing to work in shift duty. 2. Excellent interpersonal and Communication skills.
EMOLUMENTS (INR):	Rs. 20,000-Rs. 28,000
AGE	Maximum Age 35 Years (as on date of application)
TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

4. POST: Project Associate

NAME OF THE POST	Project Associate
SECTION	Admin/Academics/Girl's Hostel
NO. OF POST	3 (Three)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION	1. Bachelor degree or equivalent degree from a recognized University or statutory body 2. Minimum Six years of relevant Experience OR 1. Postgraduate Degree 2. Minimum Four years of relevant experience AND 3. Certificates/ Diploma / Postgraduate Diploma in Computer Applications/ Software from a recognized University or statutory body;
DESIRABLE QUALIFICATION	1. Experience of working at government organization/ academic institution/ research organization/ industry/ IT/ corporate sectors, etc. with familiarity in office procedures. 2. Demonstrated proficiency in using MS Excel, MS Word, And MS Power point. Basic typing skill and familiarity with Internet, Email, Skype, etc. 3. Proficiency in spoken and written English with good communication skills. 4. Excellent interpersonal skills.
EMOLUMENTS (INR)	Rs. 27,000-Rs. 40,000
AGE	Maximum Age 45 Years (as on date of application)
TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

5. POST: Project Associate

NAME OF THE POST	Project Associate - Technical
SECTION	Chemistry
NO. OF POST	01 (ONE)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION	1. Graduate Degree in chemistry from a recognized University or statutory body. 2. Minimum Four years of relevant Experience OR 1. Postgraduate in chemistry from a recognized University or statutory body. 2. Minimum Two years of relevant Experience AND 3. Experience in instrumentation Lab/ Wet Lab. etc.
DESIRABLE QUALIFICATION	1. Diploma in Chemical Analysis and Instrumentation. 2. Experience of working at government organization/ academic institution/ research organization/ industry/corporate sectors, etc.
EMOLUMENTS (INR)	Rs. 27,000-Rs. 40,000
AGE	Maximum Age 45 Years (as on date of application)
TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

6. POST: Project Associate

NAME OF THE POST	Project Associate – Technical
SECTION	Physics
NO. OF POST	01 (One)

PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<ol style="list-style-type: none"> 1. Graduate Degree in physics from a recognized University or statutory body. 2. Minimum Four years of relevant Experience <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Postgraduate in physics from a recognized University or statutory body. 2. Minimum Two years of relevant Experience
DESIRABLE QUALIFICATION:	<ol style="list-style-type: none"> 1. Experience of working with Mechanical/electrical/electronic equipment in a Research Lab/Educational Institute/Industry 2. 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 3. Experience of working at government organization/ academic institution/ research organization/ industry/corporate sectors, etc.
EMOLUMENTS (INR):	Rs. 27,000-Rs. 40,000
AGE	Maximum 45Years (as on date of application)
TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

7. POST: Project Associate

NAME OF THE POST	Project Associate - System/Network Administrator
SECTION	System/Network
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<ol style="list-style-type: none"> 1. B.E. /B.Tech. /M.C.A. or equivalent from a recognized University or statutory body 2. Minimum Two years of relevant work experience
DESIRABLE QUALIFICATION:	<ol style="list-style-type: none"> 1. Server managements and administrations such as Apache, Name server, LDAP, Radius, Proxy and SMTP. 2. Knowledge of Virtualization (VMware Exsi and Xen). 3. Firewall (Policy Managements and ACLs) 4. Networks and Security Tools
EMOLUMENTS (INR):	Rs. 27,000-Rs. 40,000
AGE	Maximum Age 40Years (as on date of application)
TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

8. POST: Project Associate

NAME OF THE POST	Project Associate - Web Programmer
NO. OF POST	02 (Two)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<ol style="list-style-type: none"> 1. B.E./B.Tech. /M.C.A. or equivalent from a recognized University or statutory body 2. Minimum Two years of relevant work experience
DESIRABLE QUALIFICATION:	<ol style="list-style-type: none"> 1. Knowledge of web development using PHP, Java, Python, Mysql, Postgres etc. 2. Hands on experience in development and maintenance Institute level software applications, such as academic management application.
EMOLUMENTS (INR):	Rs. 27,000-Rs. 40,000
AGE	Maximum Age 40 Years (as on date of application)

TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.
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9. POST: Project Assistant

NAME OF THE POST	Project Assistant - Accounts
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<ol style="list-style-type: none"> 1. A Bachelor's degree in Commerce or equivalent degree from a recognized University or statutory body. 2. Experience in Accounts and should have handled final accounts & Balance sheet/ finalization/ passing bills, etc. 3. Good working knowledge of Tally, Excel, and Word Processing. 4. Minimum three years of Experience
DESIRABLE QUALIFICATION:	<ol style="list-style-type: none"> 1. Experience in preparing accounting package. 2. Proficiency in spoken and written English with good communication skills. 3. Excellent interpersonal skills. 4. Experience of working at government organization/ academic institution/ research organization/ industry/ IT/ corporate sectors, etc.
EMOLUMENTS (INR):	Rs. 20,000-Rs. 28,000
AGE	Maximum Age 35 Years (as on date of application)
TENURE	One Year, but can be extended depending upon project requirement and satisfactory performance of the selected candidates.

GENERAL TERMS AND CONDITIONS

- i) Application will be accepted through **online only**.
- ii) If a candidate is interested to apply for multiple posts, he/she needs to submit separate application for the each post.
- iii) In case of a large number of applications, different screening criteria/ cut-off marks, etc. may be decided for different posts, for short-listing the candidates.
- iv) Call letter to the short-listed candidates will be sent through e-mail only.
- v) No TA /DA will be payable to Candidates appearing for the interview.
- vi) The Candidates will be required to bring all Certificates/testimonials, in original (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age for verification, along with one set of self-attested photocopies of the same for verification and records of IIT Hyderabad
- vii) Two recent Passport size colored photographs.
- viii) Advertisement is no commitment.
- ix) Canvassing in any form will be a disqualification.

Deputy Registrar (Admin)
IIT Bhilai