

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

Advt No. IIT Bhilai/01/Recruitment/06/2017

Date: 18-08-2017

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 IIT BHILAI website link (<http://www.iitbhilai.ac.in/>). Last date to submit online application: **18th Sept. 2017.**

S.No.	Name of Post	No. of Posts	Salary Range (Consolidated), Rs.
1)	Project Associate - Library	01	29,000 - 40,000
2)	Project Assistant - Library	02	20,000 - 26,000
3)	Project Assistant - Staff Nurse(Female)	01	20,000 - 26,000
4)	Project Associate – Admin	02	27,000 - 37,000
5)	Project Assistant – Admin	03	20,000 - 26,000
6)	Project Associate – Accounts	01	27,000 - 37,000
7)	Project Assistant – Accounts	02	20,000 - 26,000
8)	Project Associate – Technical (Chemistry)	01	29,000 - 40,000
9)	Project Assistant – Technical (Chemistry)	01	22,000 - 30,000
10)	Project Associate – Technical (Electrical Eng.)	01	29,000 - 40,000
11)	Project Assistant – Technical (Electrical Eng.)	01	22,000 - 30,000
12)	Project Assistant – Technical (Electrical Maintenance)	01	22,000 - 30,000
13)	Project Assistant – Technical (Civil Eng.)	01	22,000 - 30,000
14)	Project Associate – Technical (Physics)	01	29,000 - 40,000
15)	Project Assistant – Technical (Physics)	01	22,000 - 30,000
16)	Project Associate - System/Network Administrator	01	29,000 - 40,000
17)	Project Assistant - System/Network Administrator	01	22,000 - 30,000

Details are as follows:

1. 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 Master 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) Excellent interpersonal and Communication skills. 4) Clear understanding of commitment to library 5) User services function. 6) A minimum of 4 Years of experience at government organization/ academic institution/ research organization/ corporate sectors, etc.

DESIRABLE QUALIFICATION	1) One year post graduate degree/diploma in Computer Applications such as PGDCA/PGDLAN from a University or equivalent institute.
EMOLUMENTS (INR)	Rs. 29,000-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.

2. POST: Project Assistant

NAME OF THE POST	Project Assistant
DEPARTMENT	Library
NO. OF POST	02 (TWO)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<p>1) Bachelor Degree in Library and Information Science/Documentation or equivalent degree from a recognized University or statutory body.</p> <p>2) A minimum of three Years of experience at government organization/ academic institution/ research organization/ corporate sectors, etc.</p> <p>OR</p> <p>1) Master Degree in Library and Information Science/Documentation or equivalent degree from a recognized University or statutory body;.</p> <p>2) A minimum of ONE Year of experience at government organization/ academic institution/ research organization/ corporate sectors, etc.</p> <p>AND</p> <p>3) Familiarity with emerging information technologies and ILMS (any Library Management Software).</p> <p>4) Excellent interpersonal and Communication skills.</p> <p>5) Clear understanding of commitment to library</p> <p>6) User services function.</p>
DESIRABLE QUALIFICATION:	IITBhilai Library opens beyond office hours, the selected candidates should be willing to work in shift duty.
EMOLUMENTS (INR):	Rs. 20,000-Rs. 26,000
AGE	Maximum 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.

3. POST: Project Assistant- Staff Nurse (Female)

NAME OF THE POST	<u>Project Assistant- Staff Nurse (Female)</u>
SECTION	Health Centre
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<p>Bachelor's Degree in Nursing (BSc Nursing) or GNM(General Nurse & Midwife) or equivalent degree from a recognized University or statutory body.</p> <p>Minimum 3 years of work experience in recognised Hospitals/ Health-care Centre</p>

DESIRABLE QUALIFICATION:	<ol style="list-style-type: none"> 1. Minimum 2 years experience in ICU(Intensive care unit). 2. Trained in BLS(Basic life support) and ACLS(Advance cardiac life support) 3. Knowledge of MS office/Documents/Internet etc.
EMOLUMENTS (INR):	Rs. 20,000-Rs. 26,000
AGE	Maximum 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.
ROLES & RESPONSIBILITY	<ol style="list-style-type: none"> 1. First aid for students. 2. Maintenance of Medical records. 3. Maintenance of Medical equipment's 4. Maintenance of pharmacy. 5. Maintenance of Ambulance

4. POST: Project Associate

NAME OF THE POST	Project Associate
SECTION	Admin / Academics/ Clerical
NO. OF POST	2 (Two)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION	<ol style="list-style-type: none"> 1) Graduate (B.Sc./B.A./B.Com. etc.) or Graduate equivalent degree from a recognized University or statutory body. 2) Minimum SIX years of Experience <p>OR</p> <ol style="list-style-type: none"> 1) Postgraduate Degree 2) Minimum FOUR years of relevant experience <p>AND</p> <ol style="list-style-type: none"> 3) Certificates/ Diploma / Postgraduate Diploma in Computer Applications/ Software from a recognized University or statutory body; 4) Demonstrated proficiency in using MS Excel, MS Word, And MS Power point. Basic typing skill and familiarity with Internet, Email, Skype, etc. 5) Proficiency in spoken and written English with good communication skills. 6) Excellent interpersonal skills.
DESIRABLE QUALIFICATION	Experience of working at government organization/ academic institution/ research organization/ industry/ IT/ corporate sectors, etc. with familiarity in office procedures.
EMOLUMENTS (INR)	Rs. 27,000-Rs. 37,000
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 Assistant

NAME OF THE POST	Project Assistant
SECTION	Admin / Academies/ Clerical
NO. OF POST	03 (Three)

PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<ol style="list-style-type: none"> 1) Graduate (B.Sc./B.A./B.Com. etc.) or Graduate equivalent degree from a recognized University or statutory body. 2) Certificates/ Diploma / Postgraduate Diploma in Computer Applications/ Software from a reputed and recognized Institute/Body. 3) Demonstrated proficiency in using MS Excel, MS Word, And MS Power point. Basic typing skill and familiarity with Internet, Email, Skype, etc. 4) Proficiency in spoken and written English with good communication skills. 5) Excellent interpersonal skills. 6) Minimum THREE years of Experience
DESIRABLE QUALIFICATION:	Experience of working at government organization/ academic institution/ research organization/ industry/ IT/ corporate sectors, etc. with familiarity in office procedures.
EMOLUMENTS (INR):	Rs. 20,000-Rs. 26,000
AGE	Maximum 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.

6. POST: Project Associate

NAME OF THE POST	Project Associate
DEPARTMENT	Accounts
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<ol style="list-style-type: none"> 1) Bachelor's degree in Commerce or equivalent degree from a recognized University or statutory body. 2) Minimum SIX years of Experience <p>OR</p> <ol style="list-style-type: none"> 1) Postgraduate Degree in Commerce/ Finance/ Accounting/ equivalent from a recognized University or statutory body 2) Minimum FOUR years of relevant experience <p>AND</p> <ol style="list-style-type: none"> 3) Experience in Accounts and should have handled final accounts & Balance sheet/ finalization/ passing bills, etc. 4) Good working knowledge of Tally, Excel, and Word Processing.
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. 27,000-Rs. 37,000
AGE	Maximum 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.

7. POST: Project Assistant

NAME OF THE POST	Project Assistant
DEPARTMENT	Accounts
NO. OF POST	02 (Two)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	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:	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. 26,000
AGE	Maximum 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.

8. POST: Project Associate

NAME OF THE POST	Project Associate - Technical
DEPARTMENT	Chemistry
NO. OF POST	01 (ONE)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION	1) MSc in general/organic/inorganic/physical/analytical chemistry from a recognized University or statutory body. 2) Minimum FOUR years of Experience 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. 29,000-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.

9. POST: Project Assistant

NAME OF THE POST	Project Assistant - Technical
DEPARTMENT	Chemistry
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	1) Bachelor's degree in science with Chemistry OR Diploma of three years duration in the relevant area from a recognized University or statutory body. 2) Minimum THREE years of Experience OR

	1) MSc (Chemistry) or equivalent from a recognized University or statutory body. 2) Minimum ONE year experience
DESIRABLE QUALIFICATION:	1) Knowledge of Chemical Analysis techniques and Instrumentation. 2) Experience of working at government organization/ academic institution/ research organization/ industry/corporate sectors, etc.
EMOLUMENTS (INR):	Rs. 22,000-Rs. 30,000
AGE	Maximum 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.

10. POST: Project Associate

NAME OF THE POST	Project Associate - Technical
DEPARTMENT	Electrical Engineering
NO. OF POST	01 (ONE)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION	1) BE/BTech. or equivalent degree in Electrical or Electronics Engineering from a recognized University or statutory body. 2) A minimum of FOUR years of experience OR 1) Diploma in Engineering (Electrical or Electronics) of three years duration from a recognized University or statutory body. 2) Minimum SIX years of experience in relevant area
DESIRABLE QUALIFICATION	1) Experience in handling Basic Electrical Engineering lab, Digital system & Design lab, Analog Circuits lab Microprocessor & Microcontroller lab classes for undergraduate students. 2) Experience of working at government organization/ academic institution/ research organization/ industry/corporate sectors, etc.
EMOLUMENTS (INR)	Rs. 29,000-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.

11. POST: Project Assistant

NAME OF THE POST	Project Assistant - Technical
DEPARTMENT	Electrical Engineering
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	1) Diploma in Electrical or Electronics Engineering from a recognized University or statutory body. 2) Minimum THREE years of experience, OR 1) BE/B.Tech. or equivalent degree in Electrical or Electronics engineering from a recognized University or statutory body. 2) Minimum ONE year of experience
DESIRABLE QUALIFICATION:	1) Experience in handling Basic Electrical Engineering lab, Digital system & Design lab, Analog Circuits lab. 2) Experience of working at government organization/ academic

	institution/ research organization/ industry/corporate sectors, etc.
EMOLUMENTS (INR):	Rs. 22,000-Rs. 30,000
AGE	Maximum 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.

12. POST: Project Assistant

NAME OF THE POST	Project Assistant – Technical Electrical Maintenance
SECTION	Estate office/ Maintenance
NO. OF POST	01 (one)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<p>1) Diploma in Electrical Engineering of three years duration from a recognized University or statutory body.</p> <p>2) Minimum THREE years of experience, OR</p> <p>1) BE/B.Tech. or equivalent degree in Electrical engineering from a recognized University or statutory body.</p> <p>2) Minimum ONE year of experience,</p>
DESIRABLE QUALIFICATION:	<p>1) Experience in electrical wiring/ transformer/ basic electrical maintenance of large buildings/ housing, etc.</p> <p>2) Knowledge of electrical layouts and cost estimates</p> <p>3) Experience of working at government organization/ academic institution/ research organization/ industry/corporate sectors, etc.</p>
EMOLUMENTS (INR):	Rs. 22,000-Rs. 30,000
AGE	Maximum 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.

13. POST: Project Assistant

NAME OF THE POST	Project Assistant – Civil Engineering
SECTION	Estate office/ Maintenance
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	<p>1) Diploma in Civil Engineering of three years duration from a recognized University or statutory body.</p> <p>2) Minimum THREE years of experience, OR</p> <p>1) BE/B.Tech. or equivalent degree in Civil engineering from a recognized University or statutory body.</p> <p>2) Minimum ONE year of experience,</p>
DESIRABLE QUALIFICATION:	<p>1) Construction and maintenance of large buildings/ housing and related areas, etc.</p> <p>2) Knowledge of basic structures/ plans/ layouts and cost estimates, etc.</p> <p>3) Experience of working at government organization/ academic institution/ research organization/ industry/ corporate sectors, etc.</p>
EMOLUMENTS (INR):	Rs. 22,000-Rs. 30,000
AGE	Maximum 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.
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14. 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:	1) MSc (Physics) or B.Tech/ B.E. or equivalent degree in Electrical/ Electronics Engineering from a recognized University or statutory body. 2) A minimum of FOUR years of experience
DESIRABLE QUALIFICATION:	1) Relevant working 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. 29,000-Rs. 40,000
AGE	Maximum 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.

15. POST: Project Assistant

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:	1) Bachelor's degree in science with Physics or Diploma of three years duration in Electrical/ Electronic Engineering from a recognized University or statutory body. 2) Minimum THREE years of Experience OR 1) MSc (Physics) or B.Tech/ B.E. or equivalent degree in Electrical/ Electronics Engineering from a recognized University or statutory body. 2) A minimum of ONE year of experience
DESIRABLE QUALIFICATION:	1) Knowledge of Physics based experiments and computer applications. 2) Experience of working at government organization/ academic institution/ research organization/ industry/corporate sectors, etc.
EMOLUMENTS (INR):	Rs. 22,000-Rs. 30,000
AGE	Maximum 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.

16. POST: Project Associates - System/Network Administrator

NAME OF THE POST	<u>Project Associates- System/Network Administrator</u>
SECTION	System/Network
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur

ESSENTIAL QUALIFICATION:	B.E./B.Tech./M.C.A. or equivalent from a recognized University or statutory body Minimum 4 years of work experience
DESIRABLE QUALIFICATION:	Ensuring upkeep, configuration, security and reliable operation of computer systems, network and servers. Hands-on knowledge of Linux and Windows system and server management.
EMOLUMENTS (INR):	Rs. 29,000-Rs. 40,000
AGE	Maximum 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.

17. POST: Project Assistant - System/Network Administrator

NAME OF THE POST	<u>Project Assistant - System/Network Administrator</u>
SECTION	System/Network
NO. OF POST	01 (One)
PLACE OF POSTING	Indian Institute of Technology Bhilai, Raipur
ESSENTIAL QUALIFICATION:	B.E./B.Tech./M.C.A. or equivalent from a recognized University or statutory body Minimum 1 years of work experience in relevant area
DESIRABLE QUALIFICATION:	Ensuring upkeep, configuration, security and reliable operation of computer systems, network and servers. Hands-on knowledge of Linux and Windows system and server management.
EMOLUMENTS (INR):	Rs. 22,000-Rs. 30,000
AGE	Maximum 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) 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
- v) Call letter to the short-listed candidates will be sent through e-mail only.
- vi) No TA /DA will be payable to Candidates appearing for the interview.
- vii) 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
- viii) Two recent Passport size colored photographs.
- ix) Advertisement is no commitment.
- x) Canvassing in any form will be a disqualification.

**Director
IIT Bhilai**